

***Board of Trustees
Meeting***

January 27, 2025

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 4:45 p.m., Monday, January 27, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/about/board-trustees/board-meeting-videos

The open portions of this meeting will be recorded and made available to the public on the College's website.

**BOARD WORKSHOP
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 of the Texas Open Meetings Act, for the following purposes:

- A. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.**
- B. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.**
- C. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.**

IV. Reconvene in Open Meeting

V. Update on Enrollment - Spring 2025

VI. Notification to the Board of Trustees Regarding Select Instructional Programs

- A. Addition of Online Modality for the Bachelor of Applied Technology in Cybersecurity**
- B. Expansion of Cancer Data Management Program**
- C. Development of Bachelor of Applied Technology Degree in Logistics and Supply Chain Management (BAT-LSCM)**

VII. Review Legislative Update and Advocacy Efforts

VIII. Review of Board Election Calendar

IX. Review Letter from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Regarding the College's Fifth-Year Interim Report

X. Review Request for Allocation of Funds for Deferred Maintenance

XI. Update on Harris Central Appraisal District Election Results

XII. Provide Overview of 2024 Annual Campus Security and Fire Safety Report

XIII. Review of Calendar

XIV. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

XV. Adjournment

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087 – To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, January 24, 2025, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, January 27, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/about/board-trustees/board-meeting-videos

An electronic copy of the agenda packet is available on the College's website as follows:
www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings

Members of the public who desire to address the Board must comply with the following registration procedures:

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on January 27, 2025. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

The open portions of this meeting will be streamed and recorded and made available to the public on the College's website.

Any questions regarding this meeting notice can be directed to Mandi Reiland, Manager of Executive Operations for the Chancellor and Board of Trustees at mandi.reiland@sjcd.edu.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of the Student Spaceflight Experiments Program

Presenter: Aaron Knight

B. Recognition of the 2024-2025 Excellence Award Recipients and Minnie Piper Recipient Nominee

Presenter: Laurel Williamson

V. Student Success Presentations

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements

a. December 2024

b. November 2024

2. San Jacinto College Monthly Investment Reports November and December 2024

a. December 2024

b. November 2024

3. San Jacinto College Quarterly Investment Report

a. September 2024 - November 2024

B. San Jacinto College Foundation Financial Statements

1. December 2024

2. November 2024

C. Capital Improvement Program

D. San Jacinto College Board Building Committee Minutes

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

X. Consideration of Approval to Authorize Resolution to Order a General Election and Execution of Such Order to Hold Trustee Election

XI. Consideration of Adoption of Authorized Broker/Dealer List

XII. Consideration of Approval of Memorandum of Understanding with Clear Creek ISD for a Pathways to Technology Early College High School ("PTECH") Dual Credit Program

XIII. Consideration of Adoption of Resolution of Support for the 89th Texas Legislative Session Priorities of the Community College Association of Texas Trustees and the Texas Association of Community Colleges

XIV. Consideration of Approval of Bachelor of Applied Technology in Logistics and Supply Chain Management

PURCHASING REQUESTS

XV. Consideration of Purchasing Requests

CONSENT AGENDA

XVI. Consent Agenda

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

A. Approval of the Minutes for the December 9, 2024, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations and Extra Service Agreements (ESA)

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XVII. Items for Discussion/Possible Action

(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)

XVIII. Adjournment

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
December 2024

San Jacinto Community College District
Statement of Net Position
December 31,

<u>Assets</u>	<u>2024</u>	<u>2023</u>
Current assets:		
Cash and cash equivalents	\$ 56,268,253	\$ 60,714,198
Restricted cash and cash equivalents	61,308,939	69,978,855
Investments	9,992,100	9,989,742
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	30,537,935	29,986,349
Deferred charges	1,814,894	1,897,574
Inventories	444,074	434,916
Total current assets	<u>165,893,703</u>	<u>178,258,609</u>
Noncurrent assets:		
Other long term investments	20,062,900	20,070,550
Capital assets, net	716,573,878	722,948,769
Total noncurrent assets	<u>736,636,778</u>	<u>743,019,319</u>
Total assets	<u>902,530,480</u>	<u>921,277,928</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,454,021
Deferred outflow related to defeased debt	3,440,347	4,260,817
Total deferred outflows of resources	<u>36,315,183</u>	<u>42,114,917</u>
Liabilities		
Current liabilities:		
Accounts payable	14,909,728	12,954,258
Accrued liabilities	11,135,778	9,213,524
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	228,247	278,550
Total current liabilities	<u>29,127,604</u>	<u>24,863,648</u>
Noncurrent liabilities:		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	646,847,506	663,729,974
Total noncurrent liabilities	<u>794,302,767</u>	<u>809,859,459</u>
Total liabilities	<u>823,430,371</u>	<u>834,723,107</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	<u>37,452,444</u>	<u>41,769,451</u>
Net assets		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	<u>(1,848,151)</u>	<u>3,639,753</u>
Total net position	<u>\$ 77,962,850</u>	<u>\$ 86,900,287</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

11 Unrestricted Funds

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 56,774,338	\$ 28,374,096	49.98%	\$ 27,497,875	50.00%
State Appropriations - FAST	2,550,000	1,234,292	48.40%	-	-
Local Taxes - Maintenance & Operations	89,600,000	6,415,233	7.16%	8,624,706	10.43%
Credit Tuition	68,445,000	54,754,491	80.00%	51,972,137	77.54%
Credit Exemptions & Waivers	(9,500,000)	(8,183,900)	86.15%	(7,830,335)	78.42%
Continuing Education					
CPET	540,000	108,460	20.09%	125,502	34.79%
Biotechnology	600,000	32,351	5.39%	-	-
Maritime Transportation	2,100,000	878,079	41.81%	577,818	30.51%
Continuing Professional Development (CPD)	6,360,000	1,304,597	20.51%	1,397,154	30.66%
Continuing Education Exemptions & Waivers	(45,000)	(16,500)	36.67%	(14,979)	58.35%
Bad Debt	(1,100,000)	(366,667)	33.33%	(333,365)	29.40%
Sales & Services	2,200,000	652,003	29.64%	874,804	22.82%
Investment Income	6,000,000	1,269,936	21.17%	1,782,231	29.23%
Total Revenues	224,524,338	86,456,471	38.51%	84,673,548	39.85%
Expenditures					
Instruction	86,930,670	34,419,559	39.59%	32,035,577	36.22%
Public Service	20,100	700	3.48%	1,927	7.93%
Academic Support	21,931,769	7,303,626	33.30%	6,324,311	35.47%
Student Services	23,267,467	7,372,792	31.69%	5,942,788	29.13%
Institutional Support	58,877,557	19,919,691	33.83%	17,449,526	30.81%
Physical Plant	27,776,832	6,877,237	24.74%	6,630,756	26.17%
Total Expenditures	218,804,396	75,888,605	34.68%	68,384,885	32.77%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	1,239,015	21.66%	1,062,897	9.81%
Net Increase (Decrease) in Net Position	\$ -	\$ 9,328,861		\$ 15,225,766	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Federal Restricted Funds

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 60,520,028	\$ 33,780,344	55.82%	\$ 28,702,099	45.40%
Total Revenues	60,520,028	33,780,344	55.82%	28,702,098	45.40%
Expenditures					
Instruction	930,899	325,069	34.92%	336,558	23.78%
Public Service	330,631	85,732	25.93%	49,330	29.51%
Academic Support	7,472,609	1,720,753	23.03%	1,728,792	35.71%
Student Services	150,873	182,998	121.29%	111,455	32.80%
Institutional Support	498,916	197,696	39.63%	184,556	30.08%
Physical Plant	741,776	65,561	8.84%	50,348	14.66%
Scholarships and Fellowships	50,394,326	31,202,535	61.92%	26,241,060	47.28%
Total Expenditures	60,520,029	33,780,344	55.82%	28,702,098	45.40%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

State Restricted Funds

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Paid Benefits	\$ 13,200,000	\$ 4,582,342	34.71%	\$ 4,362,904	24.15%
Grants	9,430,026	3,160,018	33.51%	2,555,988	41.76%
Total Revenues	22,630,026	7,742,360	34.21%	6,918,892	28.60%
Expenditures					
Instruction	7,620,963	2,531,750	33.22%	2,420,971	26.13%
Public Service	6,728	6,728	100.00%	5,897	20.87%
Academic Support	2,221,541	610,274	27.47%	482,794	20.21%
Student Services	1,589,520	729,330	45.88%	650,930	23.79%
Institutional Support	3,921,101	894,706	22.82%	869,191	21.03%
Physical Plant	20,099	-	-	-	-
Scholarships and Fellowships	7,250,074	2,969,573	40.96%	2,489,110	44.14%
Total Expenditures	22,630,026	7,742,360	34.21%	6,918,892	28.60%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Local Restricted Funds

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 5,072,233	\$ 2,937,054	57.90%	\$ 2,876,252	70.33%
Total Revenues	5,072,233	2,937,054	57.90%	2,876,252	70.33%
Expenditures					
Instruction	-	-	-	-	-
Public Service	233,350	46,567	19.96%	62,936	28.71%
Academic Support	1,510,252	268,282	17.76%	90,196	17.50%
Student Services	2,000	2,000	100.00%	2,000	100.00%
Institutional Support	7,209	7,038	97.63%	22,705	70.62%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,639,000	2,656,684	73.01%	2,776,159	77.84%
Total Expenditures	5,641,811	2,980,571	52.83%	2,953,996	68.14%
Transfers Among Funds					
Transfers In	(569,579)	(43,468)	-	(62,897)	25.16%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (49)		\$ (14,847)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes in Net Position
For the Four Months Ended December 31, 2024

27 FAST & TPEG

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations - FAST	\$ 2,350,000	\$ 1,957,480	83.30%	\$ -	-
Tuition - Credit & Non Credit - TPEG	3,100,000	2,597,314	83.78%	2,476,308	75.81%
Total Revenues	5,450,000	4,554,794	83.57%	2,476,308	44.73%
Expenditures					
Scholarships and Fellowships - FAST	2,350,000	1,957,480	83.30%	1,872,068	84.84%
Scholarships and Fellowships - TPEG	3,100,000	1,409,393	45.46%	1,926,221	54.44%
Total Expenditures	5,450,000	3,366,873	61.78%	3,798,289	66.12%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,187,921		\$ (1,321,981)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

28 Private Gifts and Donations

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 60,000	\$ -	-	\$ -	-
Total Revenues	60,000	-	-	-	-
Expenditures					
Instruction	-	4,458	-	6,370	15.60%
Institutional Support	60,000	304	0.51%	-	-
Total Expenditures	60,000	4,762	7.94%	6,370	15.60%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,762)		\$ (6,370)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes in Net Position
For the Four Months Ended December 31, 2024

Auxiliary Enterprises

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Auxiliary Services	\$ 3,000,000	\$ 1,027,516	34.25%	\$ 1,024,472	33.93%
Total Revenues	3,000,000	1,027,516	34.25%	1,024,472	33.93%
Expenditures					
Labor	714,787	296,795	41.52%	238,193	29.64%
Benefits	203,780	41,990	20.61%	41,420	30.70%
Supplies	614,822	233,483	37.98%	223,751	35.95%
Travel	201,061	35,937	17.87%	76,080	24.49%
Contracted Services	129,493	43,130	33.31%	35,451	26.08%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,857	536,814	47.26%	602,005	49.68%
Total Expenditures	3,000,000	1,188,148	39.60%	1,216,900	37.80%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (160,633)		\$ (192,428)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,105,400	\$ 2,863,524	7.14%	\$ 4,082,792	10.41%
Investment Income	-	9,039	-	19,905	5.30%
Total Revenues	40,105,400	2,872,563	7.16%	4,102,696	10.36%
Expenditures					
Institutional Support - Principal	17,644,306	-	0.00%	-	-
Institutional Support - Interest	26,511,457	9,090,663	34.29%	7,917,548	35.07%
Total Expenditures	44,155,763	9,090,663	20.59%	7,917,548	19.16%
Transfers Among Funds					
Transfers In	(4,050,363)	(95,547)	2.36%	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(16,938,184)	-	0.00%	-	-
Net Increase (Decrease) in Net Position	\$ 16,938,184	\$ (6,122,553)		\$ (3,814,852)	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Fund 97 Investment in Plant

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Expenditures					
Depreciation	\$ 30,225,000	\$ 8,580,983	28.39%	\$ 9,123,272	30.99%
Total Expenditures	30,225,000	8,580,983	28.39%	9,123,272	30.99%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,498,251)	(243,774)	16.27%	(535,951)	26.77%
Net Increase (Decrease) in Net Position	\$ (28,726,749)	\$ (8,337,209)		\$ (8,587,321)	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes in Net Position
For the Four Months Ended December 31, 2024

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 69,974,338	\$ 32,956,438	47.10%	\$ 31,860,779	43.61%
State Appropriations - FAST	4,900,000	3,191,772	65.14%	-	-
Local Taxes - Maintenance & Operations	89,600,000	6,415,233	7.16%	8,624,706	10.43%
Local Taxes - Debt Service	40,105,400	2,863,524	7.14%	4,082,792	10.41%
Credit Tuition	71,545,000	57,351,805	80.16%	54,448,445	77.46%
Credit Exemptions & Waivers	(9,500,000)	(8,183,900)	86.15%	(7,830,335)	78.42%
Continuing Education					
CPET	540,000	108,460	20.09%	125,502	34.79%
Biotechnology	600,000	32,351	5.39%	-	-
Maritime Transportation	2,100,000	878,079	41.81%	577,818	30.51%
Continuing Professional Development	6,360,000	1,304,597	20.51%	1,397,154	30.66%
Continuing Education Exemptions & Waivers	(45,000)	(16,500)	36.67%	(14,979)	58.35%
Bad Debt	(1,100,000)	(366,667)	33.33%	(333,365)	29.40%
Sales & Services	2,200,000	652,003	29.64%	874,803	22.37%
Investment Income	6,000,000	1,278,975	21.32%	1,802,136	27.58%
Investment Income - Restricted Funds	-	1,160,281	-	1,351,787	33.84%
Auxiliary Services	3,000,000	1,027,516	34.25%	1,024,472	33.93%
Grants	70,010,054	36,937,581	52.76%	31,389,137	45.19%
Local Grants	5,072,233	2,939,835	57.96%	2,745,203	68.99%
Total Revenues	361,362,025	140,531,383	38.89%	132,126,054	37.09%
Expenditures					
Instruction	95,482,532	37,280,836	39.04%	34,799,476	35.09%
Public Service	590,809	139,727	23.65%	120,089	27.36%
Academic Support	33,136,172	9,902,935	29.89%	8,626,092	33.73%
Student Services	25,009,860	8,287,119	33.14%	6,707,173	28.57%
Institutional Support	107,520,546	30,110,099	28.00%	26,443,526	25.74%
Physical Plant	28,788,707	6,937,798	24.10%	6,681,104	26.02%
Scholarships and Fellowships	66,733,400	40,195,664	60.23%	35,304,619	50.11%
Auxiliary Enterprises	3,000,000	1,188,148	39.60%	1,216,900	37.80%
Depreciation	30,225,000	8,580,983	28.39%	9,123,272	30.99%
Total Expenditures	390,487,025	142,623,309	36.52%	129,022,252	33.94%
Transfers Among Funds					
Transfers In	(5,719,942)	(1,239,015)	21.66%	(1,062,897)	9.81%
Transfers Out	5,719,942	1,239,015	21.66%	1,062,897	9.81%
Adjustment for Debt Principal Payment ¹	(16,938,184)	-	-	-	-
Adjustment for Capital Purchases ¹	(1,498,251)	(243,774)	16.27%	(535,951)	26.77%
Net Increase (Decrease) in Net Position	\$ (10,688,565)	\$ (1,848,151)		\$ 3,639,753	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Fund 91 Capital Projects

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Investment Income	\$ -	\$ 959,105	-	\$ 1,245,395	35.65%
Total Revenues	-	959,105	-	1,245,395	35.65%
Expenditures					
SECO-Energy Conservation Projects	2,571,824	148,798	5.79%	306,088	-
Bond Program	57,064,184	4,833,126	8.47%	3,929,647	35.89%
Total Expenditures	59,836,009	4,981,924	-	4,235,735	37.63%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,836,009)	\$ (4,022,819)		\$ (2,990,340)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2024

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 33.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Interest Earnings	\$ -	\$ 201,177	-	\$ 106,392	21.26%
Total Revenues	-	201,177	-	106,392	21.26%
Expenditures					
District Energy Savings Projects - Rebates	898,766	-	-	-	-
Capital Reserve Fund	11,794,838	187,408	-	-	-
Instructional Equipment Fund	200,000	-	-	-	-
Total Expenditures	12,893,604	187,408	-	-	-
Transfers Among Funds					
Transfers In	(1,100,000)	(1,100,000)	-	(1,000,000)	14.46%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (11,793,604)	\$ 1,113,768		\$ 1,106,392	

San Jacinto College Monthly Financial Statements
November 2024

San Jacinto Community College District
Statement of Net Position
November 30,

<u>Assets</u>	<u>2024</u>	<u>2023</u>
Current assets:		
Cash and cash equivalents	\$ 60,081,602	\$ 61,020,072
Restricted cash and cash equivalents	63,418,442	70,872,293
Investments	9,984,500	10,223,392
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	32,652,906	29,529,545
Deferred charges	2,230,709	2,340,282
Inventories	444,074	434,916
Total current assets	174,339,740	179,677,475
Noncurrent assets:		
Other long term investments	20,069,750	19,962,800
Capital assets, net	715,266,965	723,296,751
Total noncurrent assets	735,336,715	743,259,551
Total assets	909,676,455	922,937,026
Deferred outflows of resources:		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,454,021
Deferred outflow related to defeased debt	3,505,458	4,333,200
Total deferred outflows of resources	36,380,294	42,187,299
Liabilities		
Current liabilities:		
Accounts payable	13,476,121	11,515,816
Accrued liabilities	8,656,180	7,166,074
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	233,247	299,188
Total current liabilities	25,219,400	21,398,395
Noncurrent liabilities:		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	647,121,475	663,872,873
Total noncurrent liabilities	794,576,736	810,002,358
Total liabilities	819,796,136	831,400,753
Deferred inflows of resources:		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	37,452,444	41,769,451
Net assets		
Beginning of year - audited	79,811,001	83,260,534
Current year addition	8,997,169	8,693,588
Total net position	\$ 88,808,170	\$ 91,954,121

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

11 Unrestricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 56,774,338	\$ 28,374,096	49.98%	\$ 27,497,875	50.00%
State Appropriations - FAST	2,550,000	1,234,292	48.40%	-	-
Local Taxes - Maintenance & Operations	89,600,000	89,428	0.10%	103,700	0.13%
Credit Tuition	68,445,000	48,297,619	70.56%	45,806,235	68.34%
Credit Exemptions & Waivers	(9,500,000)	(4,604,378)	48.47%	(4,366,756)	43.73%
Continuing Education					
CPET	540,000	99,738	18.47%	99,202	27.50%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,100,000	604,150	28.77%	556,358	29.38%
Continuing Professional Development (CPD)	6,360,000	843,628	13.26%	1,134,960	24.91%
Continuing Education Exemptions & Waivers	(45,000)	(12,400)	27.56%	(14,329)	55.82%
Bad Debt	(1,100,000)	(275,000)	25.00%	(250,000)	22.05%
Sales & Services	2,200,000	554,277	25.19%	651,582	17.00%
Investment Income	6,000,000	964,712	16.08%	1,308,085	21.46%
Total Revenues	224,524,338	76,170,162	33.93%	72,526,912	34.13%
Expenditures					
Instruction	86,681,048	25,520,699	29.44%	23,726,292	26.82%
Public Service	20,100	363	1.81%	599	2.46%
Academic Support	22,069,125	5,509,435	24.96%	4,936,681	27.69%
Student Services	23,230,242	5,308,946	22.85%	4,354,083	21.34%
Institutional Support	59,028,099	15,114,912	25.61%	13,667,898	24.14%
Physical Plant	27,775,782	4,745,296	17.08%	5,011,287	19.78%
Total Expenditures	218,804,396	56,199,653	25.68%	51,696,839	24.77%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	1,244,356	21.75%	1,039,536	9.60%
Net Increase (Decrease) in Net Position	\$ -	\$ 18,726,153		\$ 19,790,538	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Federal Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 60,309,028	\$ 28,114,666	46.62%	\$ 27,946,847	44.20%
Total Revenues	60,309,028	28,114,666	46.62%	27,946,847	44.20%
Expenditures					
Instruction	930,899	267,742	28.76%	253,199	17.89%
Public Service	119,631	44,633	37.31%	34,981	20.93%
Academic Support	7,472,609	1,291,973	17.29%	1,345,260	27.79%
Student Services	150,873	132,522	87.84%	94,466	27.80%
Institutional Support	498,916	134,919	27.04%	133,617	21.78%
Physical Plant	741,776	55,671	7.51%	11,340	3.30%
Scholarships and Fellowships	50,394,325	26,187,205	51.96%	26,073,984	46.98%
Total Expenditures	60,309,028	28,114,666	46.62%	27,946,847	44.20%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

State Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Paid Benefits	\$ 13,200,000	\$ 3,393,860	25.71%	\$ 3,243,678	17.95%
Grants	9,430,026	2,976,441	31.56%	2,465,709	40.28%
Total Revenues	22,630,026	6,370,301	28.15%	5,709,387	23.60%
Expenditures					
Instruction	7,621,304	1,919,613	25.19%	1,826,704	19.72%
Public Service	6,387	5,094	79.76%	4,543	16.08%
Academic Support	2,221,541	399,253	17.97%	358,146	14.99%
Student Services	1,589,520	530,784	33.39%	477,330	17.44%
Institutional Support	3,898,692	635,301	16.30%	626,779	15.17%
Physical Plant	42,508	-	-	-	-
Scholarships and Fellowships	7,250,074	2,880,256	39.73%	2,415,884	42.84%
Total Expenditures	22,630,026	6,370,301	28.15%	5,709,387	23.60%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Local Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 5,067,233	\$ 1,821,686	35.95%	\$ 1,894,098	46.31%
Total Revenues	5,067,233	1,821,686	35.95%	1,894,098	46.31%
Expenditures					
Instruction	-	-	-	-	-
Public Service	233,350	52,759	22.61%	51,718	23.60%
Academic Support	1,505,253	183,884	12.22%	73,243	14.21%
Student Services	2,000	2,000	100.00%	-	-
Institutional Support	7,208	4,725	65.55%	22,705	70.62%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,639,000	1,625,927	44.68%	1,812,957	50.83%
Total Expenditures	5,636,811	1,869,295	33.16%	1,960,624	45.23%
Transfers Among Funds					
Transfers In	(569,579)	(48,810)	-	(39,536)	15.81%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,201		\$ (26,990)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

27 FAST & TPEG

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations - FAST	\$ 2,350,000	\$ 1,016,828	43.27%	\$ -	-
Tuition - Credit & Non Credit - TPEG	3,100,000	2,290,816	73.90%	2,188,812	67.00%
Total Revenues	5,450,000	3,307,644	60.69%	2,188,812	39.54%
Expenditures					
Scholarships and Fellowships - FAST	2,350,000	1,016,828	43.27%	859,632	38.96%
Scholarships and Fellowships - TPEG	3,100,000	1,189,074	38.36%	1,910,866	54.00%
Total Expenditures	5,450,000	2,205,902	40.48%	2,770,498	48.23%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,101,742		\$ (581,687)	

San Jacinto Community College District
 Statement of Revenues, Expenditures and Changes In Net Position
 For the Three Months Ended November 30, 2024

28 Private Gifts and Donations

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 60,000	\$ -	-	\$ -	-
Total Revenues	60,000	-	-	-	-
Expenditures					
Instruction	-	3,846	-	5,014	12.27%
Institutional Support	60,000	304	0.51%	-	-
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	60,000	4,150	6.92%	5,014	12.27%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,150)		\$ (5,014)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Auxiliary Enterprises

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Auxiliary Services	\$ 3,000,000	\$ 942,557	31.42%	\$ 902,661	29.90%
Total Revenues	3,000,000	942,557	31.42%	902,661	29.90%
Expenditures					
Labor	714,787	208,803	29.21%	170,597	21.23%
Benefits	203,780	30,200	14.82%	30,104	22.31%
Supplies	614,822	200,770	32.65%	191,131	30.71%
Travel	201,061	32,725	16.28%	64,836	20.87%
Contracted Services	129,493	34,592	26.71%	32,830	24.15%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,857	345,780	30.44%	429,844	35.47%
Total Expenditures	3,000,000	852,871	28.43%	919,342	28.56%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 89,687		\$ (16,681)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,105,400	\$ 38,524	0.10%	\$ 40,284	0.10%
Investment Income	-	4,471	-	12,811	3.41%
Total Revenues	40,105,400	42,995	0.11%	53,094	0.13%
Expenditures					
Institutional Support - Principal	17,644,306	-	-	-	-
Institutional Support - Interest	26,511,457	6,819,924	25.72%	5,940,615	26.31%
Total Expenditures	44,155,763	6,819,924	15.45%	5,940,615	14.37%
Transfers Among Funds					
Transfers In	(4,050,363)	(95,547)	2.36%	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(16,938,184)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 16,938,184	\$ (6,681,383)		\$ (5,887,520)	

¹
Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Fund 97 Investment in Plant

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Expenditures					
Depreciation	\$ 30,225,000	\$ 6,435,726	21.29%	\$ 6,813,538	23.15%
Total Expenditures	30,225,000	6,435,726	21.29%	6,813,538	23.15%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,498,251)	(222,137)	14.83%	(220,674)	11.02%
Net Increase (Decrease) in Net Position	\$ (28,726,749)	\$ (6,213,590)		\$ (6,592,864)	

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes in Net Position
For the Three Months Ended November 30, 2024

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 69,974,338	\$ 31,767,956	45.40%	\$ 30,741,553	42.07%
State Appropriations - FAST	4,900,000	2,251,120	-	-	-
Local Taxes - Maintenance & Operations	89,600,000	89,428	0.10%	103,700	0.13%
Local Taxes - Debt Service	40,105,400	38,524	0.10%	40,284	0.10%
Credit Tuition	71,545,000	50,588,436	70.71%	47,995,047	68.28%
Credit Exemptions & Waivers	(9,500,000)	(4,604,378)	48.47%	(4,366,756)	43.73%
Continuing Education					
CPET	540,000	99,738	18.47%	99,202	27.50%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,100,000	604,150	28.77%	556,358	29.38%
Continuing Professional Development	6,360,000	843,628	13.26%	1,134,960	24.91%
Continuing Education Exemptions & Waivers	(45,000)	(12,400)	27.56%	(14,329)	55.82%
Bad Debt	(1,100,000)	(275,000)	25.00%	(250,000)	22.05%
Sales & Services	2,200,000	554,277	25.19%	651,582	16.67%
Investment Income	6,000,000	969,183	16.15%	1,320,895	20.21%
Investment Income - Restricted Funds	-	877,509	-	1,013,805	25.38%
Auxiliary Services	3,000,000	942,557	31.42%	902,661	29.90%
Grants	69,799,054	31,090,639	44.54%	30,478,717	43.88%
Local Grants	5,067,233	1,822,154	35.96%	1,827,936	45.94%
Total Revenues	361,146,025	117,647,520	32.58%	112,235,616	31.51%
Expenditures					
Instruction	95,233,251	27,711,901	29.10%	25,811,209	26.03%
Public Service	379,467	102,849	27.10%	91,841	20.93%
Academic Support	33,268,529	7,384,545	22.20%	6,713,330	26.25%
Student Services	24,972,635	5,974,253	23.92%	4,925,879	20.98%
Institutional Support	107,648,678	22,710,085	21.10%	20,391,614	19.85%
Physical Plant	28,810,066	4,800,967	16.66%	5,022,627	19.56%
Scholarships and Fellowships	66,733,399	32,899,289	49.30%	33,073,323	46.94%
Auxiliary Enterprises	3,000,000	852,871	28.43%	919,342	28.56%
Depreciation	30,225,000	6,435,726	21.29%	6,813,538	23.15%
Total Expenditures	390,271,025	108,872,487	27.90%	103,762,703	27.29%
Transfers Among Funds					
Transfers In	(5,719,942)	(1,244,356)	21.75%	(1,039,536)	9.60%
Transfers Out	5,719,942	1,244,356	21.75%	1,039,536	9.60%
Adjustment for Debt Principal Payment ¹	(16,938,184)	-	-	-	-
Adjustment for Capital Purchases ¹	(1,498,251)	(222,137)	14.83%	(220,674)	11.02%
Net Increase (Decrease) in Net Position	\$ (10,688,564)	\$ 8,997,169		\$ 8,693,588	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Fund 91 Capital Projects

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Investment Income	\$ -	\$ 727,885	-	\$ 937,113	26.82%
Total Revenues	-	727,885	-	937,113	26.82%
Expenditures					
SECO-Energy Conservation Projects	2,571,824	26,515	1.03%	306,088	100.00%
Bond Program	57,064,184	1,718,535	3.01%	2,320,808	21.19%
Total Expenditures	59,836,009	1,745,050	-	2,626,896	23.34%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,836,009)	\$ (1,017,165)		\$ (1,689,782)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2024

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Interest Earnings	\$ -	\$ 149,624	-	\$ 76,692	15.32%
Total Revenues	-	149,624	-	76,692	15.32%
Expenditures					
District Energy Savings Projects - Rebates	898,766	-	-	-	-
Capital Reserve Fund	11,794,838	-	-	-	-
Instructional Equipment Fund	200,000	-	-	-	-
Total Expenditures	12,893,604	-	-	-	-
Transfers Among Funds					
Transfers In	(1,100,000)	(1,100,000)	-	(1,000,000)	14.46%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (11,793,604)	\$ 1,249,624		\$ 1,076,692	

San Jacinto College Financial Statements
Monthly Investment Report
December 2024

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending December 31, 2024

		Fair Market Value	Book Value
Beginning Value	December 1, 2024	\$ 153,554,294	\$ 153,555,164
Additions/Subtractions (Net)		(5,922,852)	(5,922,852)
Change in Fair Market Value*		750	-
Ending Value	December 31, 2024	<u>\$ 147,632,192</u>	<u>\$ 147,632,312</u>

Earnings for the Month of December	\$ 591,814
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.7159%
Benchmark - One Year Treasury Yield	4.1600%

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy.

Prepared by:



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Reviewed by:



Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
December 31, 2024

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	01/01/25	\$ N/A	\$ (1,055,098)	\$ (1,055,098)	-0.71%	1	-0.01
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	01/01/25	N/A	(299,417)	(299,417)	-0.20%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	01/01/25	N/A	7,043,219	7,043,219	4.77%	1	0.05
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	01/01/25	N/A	(29,509)	(29,509)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	01/01/25	N/A	(3,428)	(3,428)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	01/01/25	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	4.7693%	N/A	01/01/25	N/A	22,824,085	22,824,085	15.46%	1	0.15
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.7693%	N/A	01/01/25	N/A	12,814,966	12,814,966	8.68%	1	0.09
TexPool - Operating	TexPool	4.5610%	N/A	01/01/25	N/A	3,701,935	3,701,935	2.51%	1	0.03
TexPool - PRIME - Operating	TexPool	4.6947%	N/A	01/01/25	N/A	15,389,040	15,389,040	10.42%	1	0.10
Investments										
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,012,900	10,000,000	6.77%	164	0.07
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,017,750	5,027,750	3.41%	164	0.03
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	5,000,650	4,997,580	3.39%	22	0.03
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/24	09/19/25	5,000,000	4,991,450	4,998,340	3.39%	282	0.03
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.625%	11/21/24	11/15/26	5,000,000	5,032,250	5,031,450	3.41%	684	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.7693%	N/A	01/01/25	N/A	2,053,223	2,053,223	1.39%	1	0.01
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.7693%	N/A	01/01/25	N/A	45,259,695	45,259,695	30.66%	1	0.31
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.7693%	N/A	01/01/25	N/A	132,148	132,148	0.09%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.6947%	N/A	01/01/25	N/A	9,727,266	9,727,266	6.59%	1	0.07
Grand Total - Cash, Cash Equivalents, and Investments					\$ 30,000,000	\$ 147,632,192	\$ 147,632,312	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
75.80%	111,902,358	Investment pools	0.76
3.84%	5,655,767	Bank deposits - demand deposits	0.04
20.36%	30,055,000	U. S. government securities	0.20
100.00%	\$ 147,632,192	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
December 31, 2024

Description	Hold At	Annualized Interest Rate	Maturity	Par	11/30/2024 Ending Fair Market Value	11/30/2024 Ending Book Value	12/31/2024 Ending Fair Market Value	12/31/2024 Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	December Earnings	September through December Earnings	
Short-Term Investments - Unrestricted Funds													
Demand Deposits													
Credit Cards in Transit	Heartland	N/A	01/01/25	\$	(118,081)	(118,081)	(1,055,098)	(1,055,098)	(939,017)	N/A	N/A	N/A	
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	01/01/25	N/A	(384,913)	(384,913)	(299,417)	(299,417)	65,498	N/A	N/A	N/A	
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	01/01/25	N/A	4,002,954	4,002,954	7,043,219	7,043,219	3,040,265	N/A	14,020	55,447	
JPMorgan Payroll	JPMorgan Chase Bank	N/A	01/01/25	N/A	(44,996)	(44,996)	(29,509)	(29,509)	15,487	N/A	N/A	N/A	
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	01/01/25	N/A	(3,826)	(3,826)	(3,428)	(3,428)	396	N/A	N/A	N/A	
Petty Cash	Campus Business Offices	N/A	01/01/25	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A	
Sub Total Demand Deposits				\$	N/A	\$ 3,492,205	\$ 3,492,205	\$ 5,674,834	\$ 5,674,834	\$ 2,182,820	\$ 14,020	\$ 55,447	
Pool Accounts													
TexPool - Operating	TexPool	4.5610%	01/01/25	\$	626,389	626,389	3,701,935	3,701,935	3,075,547	N/A	8,722	43,343	
TexPool PRIME - Operating	TexPool	4.6947%	01/01/25	N/A	20,328,095	20,328,095	15,389,040	15,389,040	(4,937,054)	N/A	62,048	416,042	
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	4.7693%	01/01/25	N/A	27,010,108	27,010,108	22,824,085	22,824,085	(4,186,023)	N/A	102,481	431,567	
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.7693%	01/01/25	N/A	12,783,413	12,783,413	12,814,968	12,814,968	51,553	N/A	51,553	201,177	
Sub Total Pool Accounts				\$	N/A	\$ 80,728,005	\$ 80,728,005	\$ 64,730,027	\$ 64,730,027	\$ (5,995,978)	\$ 225,701	\$ 1,092,128	
Investments													
US Agency Note, CUSIP 3130ATVD0	BNY Mellon	4.875%	09/13/24	-	-	-	-	-	-	-	-	21,313	
US Agency Note, CUSIP 3130AWGD0	BNY Mellon	4.690%	06/13/25	10,000,000	10,013,300	10,000,000	10,012,900	10,000,000	(400)	12,900	39,083	156,333	
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,017,400	5,027,750	5,017,750	5,027,750	350	(10,000)	21,354	65,417	
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	-	-	-	-	-	-	-	-	61,083	
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,998,300	4,997,580	5,000,650	4,997,580	1,350	3,070	19,792	79,187	
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/25	5,000,000	4,985,200	4,988,340	4,991,450	4,998,340	6,250	(6,890)	16,805	50,415	
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.625%	11/15/28	5,000,000	5,039,050	5,031,450	5,032,250	5,031,450	8,801	800	19,271	19,271	
Sub Total Investments				\$	30,000,000	\$ 30,054,250	\$ 30,065,120	\$ 30,055,000	\$ 30,065,120	\$ 750	\$ (120)	\$ 116,305	\$ 472,978
Sub Total - Short-Term Investments - Unrestricted Funds				\$	30,000,000	\$ 94,272,460	\$ 94,273,330	\$ 90,459,860	\$ 90,459,980	\$ (3,812,599)	\$ (120)	\$ 356,026	\$ 1,820,552
Short-Term Investments - Restricted (Bond) Funds													
Pool Accounts													
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.7693%	01/01/25	N/A	355,713	355,713	2,053,223	2,053,223	1,697,509	N/A	4,569	9,039	
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	Lone Star Investment Pool	4.7693%	01/01/25	N/A	-	-	-	-	-	N/A	-	10	
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.7693%	01/01/25	N/A	45,077,623	45,077,623	45,259,695	45,259,695	182,072	N/A	182,072	749,425	
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.7693%	01/01/25	N/A	2,031,318	2,031,318	132,148	132,148	(1,899,170)	N/A	5,267	18,721	
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.6947%	01/01/25	N/A	11,817,181	11,817,181	9,727,266	9,727,266	(2,089,914)	N/A	43,881	190,949	
Sub Total Pool Accounts				\$	N/A	\$ 59,281,835	\$ 59,281,835	\$ 57,172,332	\$ 57,172,332	\$ (3,109,503)	\$ 235,788	\$ 968,144	
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$	N/A	\$ 59,281,835	\$ 59,281,835	\$ 57,172,332	\$ 57,172,332	\$ (2,109,503)	\$ 235,788	\$ 968,144	
Grand Total - Cash, Cash Equivalents, and Investments				\$	30,000,000	\$ 153,554,294	\$ 153,555,164	\$ 147,632,192	\$ 147,632,312	\$ (5,922,102)	\$ (120)	\$ 501,814	\$ 2,580,696

San Jacinto College Financial Statements
Monthly Investment Report
November 2024

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending November 30, 2024

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	November 1, 2024	\$ 171,191,017	\$ 170,985,537
Additions/Subtractions (Net)		(17,430,372)	(17,430,372)
Change in Fair Market Value*		(206,350)	-
Ending Value	November 30, 2024	<u>\$ 153,554,294</u>	<u>\$ 153,555,164</u>

Earnings for the Month of November	\$ 635,516
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.6967%
Benchmark - One Year Treasury Yield	4.3000%

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy.

Prepared by:



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 Assistant Comptroller

Reviewed by:



 Andrea DuBois
 Comptroller



 Carin Hutchins
 Associate Vice Chancellor of Finance

Approved by:



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
November 30, 2024

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.		
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	N/A	12/01/24	\$ N/A	\$ (116,081)	\$ (116,081)	-0.08%	1	0.00		
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(364,913)	(364,913)	-0.24%	1	0.00		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	12/01/24	N/A	4,002,954	4,002,954	2.61%	1	0.03		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(44,996)	(44,996)	-0.03%	1	0.00		
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(3,826)	(3,826)	0.00%	1	0.00		
Petty Cash	Campus Business Offices	N/A	N/A	12/01/24	N/A	19,067	19,067	0.01%	1	0.00		
Pool Accounts												
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	27,010,108	27,010,108	17.59%	1	0.18		
TexPool - Operating	TexPool	4.7302%	N/A	12/01/24	N/A	626,389	626,389	0.41%	1	0.00		
TexPool - PRIME - Operating	TexPool	4.8324%	N/A	12/01/24	N/A	20,326,095	20,326,095	13.24%	1	0.13		
Investments												
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	-	-	-	0.00%	-	0.00		
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,013,300	10,000,000	6.51%	195	0.07		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,017,400	5,027,750	3.27%	195	0.03		
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	-	-	-	0.00%	-	0.00		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,999,300	4,997,580	3.25%	53	0.03		
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/24	09/19/25	5,000,000	4,985,200	4,998,340	3.26%	293	0.03		
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.625%	11/21/24	11/15/26	5,000,000	5,039,050	5,031,450	3.28%	715	0.03		
Short-Term Investments - Restricted (Bond) Funds												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	355,713	355,713	0.23%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	45,077,623	45,077,623	29.36%	1	0.29		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	12,763,413	12,763,413	8.31%	1	0.08		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	2,031,318	2,031,318	1.32%	1	0.01		
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.8324%	N/A	12/01/24	N/A	11,817,181	11,817,181	7.70%	1	0.08		
Grand Total - Cash, Cash Equivalents, and Investments					\$	30,000,000	\$	153,554,294	\$	153,555,164	100.00%	1.00

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
78.15%	120,007,839	Investment pools	0.78
2.26%	3,473,138	Bank deposits - demand deposits	0.02
19.57%	30,054,250	U. S. government securities	0.20
100.00%	\$ 153,554,294	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
November 30, 2024

Description	Held At	Annualized Interest Rate	Maturity	Par	10/31/2024				11/30/2024				Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	November Earnings	September through November Earnings	
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value							
Short-Term Investments - Unrestricted Funds																	
Demand Deposits																	
Credit Cards in Transit	Heartland	N/A	12/01/24	\$ N/A	\$ 19,582	\$ 19,582	\$ (118,081)	\$ (118,081)	\$ (135,683)	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/24	N/A	(3,568,282)	(3,568,282)	(364,913)	(364,913)	3,203,389	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	12/01/24	N/A	7,718,716	7,718,716	4,002,954	4,002,954	(3,715,762)	N/A	N/A	N/A	N/A	13,143	N/A	41,427	
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/24	N/A	(31,815)	(31,815)	(44,998)	(44,998)	(13,181)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	12/01/24	N/A	(2,638)	(2,638)	(3,826)	(3,826)	(1,188)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	12/01/24	N/A	19,087	19,087	19,087	19,087	-	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 4,154,629	\$ 4,154,629	\$ 3,492,205	\$ 3,492,205	\$ (882,424)	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ 13,143	\$ -	\$ 41,427	
Pool Accounts																	
TexPool - Operating	TexPool	4.7302%	12/01/24	\$ N/A	\$ 129,918	\$ 129,918	\$ 828,389	\$ 828,389	\$ 498,471	\$ N/A	\$ 1,354	\$ 34,821	\$ 34,821	\$ 1,354	\$ 34,821	\$ 34,821	\$ 34,821
TexPool PRIME - Operating	TexPool	4.8324%	12/01/24	N/A	46,198,874	46,198,874	20,328,095	20,328,095	(25,872,780)	N/A	N/A	127,220	353,098	127,220	353,098	353,098	353,098
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	19,918,977	19,918,977	27,010,108	27,010,108	7,091,131	N/A	N/A	91,128	329,086	91,128	329,086	329,086	329,086
Sub Total Pool Accounts				\$ N/A	\$ 66,247,769	\$ 66,247,769	\$ 47,962,591	\$ 47,962,591	\$ (18,365,178)	\$ N/A	\$ 219,700	\$ 716,803	\$ 716,803	\$ 219,700	\$ 716,803	\$ 716,803	\$ 716,803
Investments																	
US Agency Note, CUSIP 3130ATVD8	BNY Mellon	4.875%	09/13/24	-	-	-	-	-	-	-	-	-	-	-	-	-	21,313
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	10,028,200	10,000,000	10,013,300	10,000,000	(14,900)	13,300	39,083	117,250	117,250	39,083	117,250	117,250	117,250
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,024,800	5,027,750	5,017,400	5,027,750	(7,400)	(10,350)	21,354	64,063	64,063	21,354	64,063	64,063	64,063
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	-	4,990,650	4,799,500	-	-	(4,990,650)	-	20,354	61,063	61,063	20,354	61,063	61,063	61,063
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	5,001,900	4,997,580	4,999,300	4,997,580	(2,600)	1,720	19,792	59,375	59,375	19,792	59,375	59,375	59,375
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/25	5,000,000	4,982,800	4,998,340	4,985,200	4,998,340	2,400	(13,140)	16,805	33,610	33,610	16,805	33,610	33,610	33,610
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.826%	11/15/28	5,000,000	-	-	5,038,050	5,031,450	5,039,050	7,600	-	-	-	-	-	-	-
Sub Total Investments				\$ 30,000,000	\$ 30,028,650	\$ 29,823,170	\$ 30,054,250	\$ 30,055,120	\$ 25,600	\$ (870)	\$ 117,388	\$ 358,673	\$ 358,673	\$ 117,388	\$ 358,673	\$ 358,673	\$ 358,673
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 100,431,048	\$ 100,225,588	\$ 81,509,046	\$ 81,509,916	\$ (18,922,002)	\$ (870)	\$ 350,232	\$ 1,114,902	\$ 1,114,902	\$ 350,232	\$ 1,114,902	\$ 1,114,902	\$ 1,114,902
Short-Term Investments - Restricted (Bond) Funds																	
Pool Accounts																	
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.9004%	12/01/24	N/A	354,290	354,290	355,713	355,713	1,423	N/A	1,423	4,471	4,471	1,423	4,471	4,471	4,471
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	Lone Star Investment Pool	4.9004%	12/01/24	N/A	-	4	-	-	(4)	N/A	-	10	10	-	10	10	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	44,897,282	44,897,282	45,077,823	45,077,823	180,341	N/A	180,341	567,363	567,363	180,341	567,363	567,363	567,363
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.9004%	12/01/24	N/A	11,714,770	11,714,770	12,763,413	12,763,413	1,048,643	N/A	48,643	149,624	149,624	48,643	149,624	149,624	149,624
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	2,023,191	2,023,191	2,031,318	2,031,318	8,127	N/A	8,127	13,454	13,454	8,127	13,454	13,454	13,454
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.8324%	12/01/24	N/A	11,770,430	11,770,430	11,817,181	11,817,181	46,750	N/A	46,750	147,088	147,088	46,750	147,088	147,088	147,088
Sub Total Pool Accounts				\$ N/A	\$ 70,759,968	\$ 70,759,968	\$ 72,045,248	\$ 72,045,248	\$ 1,285,280	\$ N/A	\$ 285,284	\$ 881,980	\$ 881,980	\$ 285,284	\$ 881,980	\$ 881,980	\$ 881,980
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 70,759,968	\$ 70,759,968	\$ 72,045,248	\$ 72,045,248	\$ 1,285,280	\$ N/A	\$ 285,284	\$ 881,980	\$ 881,980	\$ 285,284	\$ 881,980	\$ 881,980	\$ 881,980
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 171,191,017	\$ 170,985,537	\$ 153,554,294	\$ 153,555,164	\$ (17,836,722)	\$ (870)	\$ 635,516	\$ 1,996,882	\$ 1,996,882	\$ 635,516	\$ 1,996,882	\$ 1,996,882	\$ 1,996,882

San Jacinto College Financial Statements
Quarterly Investment Report
September-November 2024

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investment Report - September 1, 2024 to November 30, 2024

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2024	\$ 165,993,687	\$ 165,871,367
Additions/Subtractions (Net)		(12,316,202)	(12,316,202)
Change in Fair Market Value*		(123,190)	-
Ending Value	November 30, 2024	<u>\$ 153,554,294</u>	<u>\$ 153,555,164</u>

Earnings for the 1st Quarter	\$ 1,996,882
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate for the 1st Quarter	4.9504%
Benchmark - One Year Treasury Yield - Average	4.3000%

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy.

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SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
November 30, 2024

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	12/01/24	\$ N/A	\$ (116,081)	(116,081)	-0.08%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(364,913)	(364,913)	-0.24%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	12/01/24	N/A	4,002,954	4,002,954	2.61%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(44,996)	(44,996)	-0.03%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	12/01/24	N/A	(3,826)	(3,826)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	12/01/24	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	27,010,108	27,010,108	17.59%	1	0.18
TexPool - Operating	TexPool	4.7302%	N/A	12/01/24	N/A	626,389	626,389	0.41%	1	0.00
TexPool - PRIME - Operating	TexPool	4.8324%	N/A	12/01/24	N/A	20,326,095	20,326,095	13.24%	1	0.13
Investments										
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,013,300	10,000,000	6.51%	195	0.07
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,017,400	5,027,750	3.27%	195	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	-	-	0.00%	-	0.00
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,999,300	4,997,580	3.25%	53	0.03
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/24	09/19/25	5,000,000	4,985,200	4,998,340	3.26%	293	0.03
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.625%	11/21/24	11/15/26	5,000,000	5,039,050	5,031,450	3.28%	715	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	355,713	355,713	0.23%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	45,077,623	45,077,623	29.36%	1	0.29
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	12,763,413	12,763,413	8.31%	1	0.08
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.9004%	N/A	12/01/24	N/A	2,031,318	2,031,318	1.32%	1	0.01
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.8324%	N/A	12/01/24	N/A	11,817,181	11,817,181	7.70%	1	0.08
Grand Total - Cash, Cash Equivalents, and Investments					\$ 30,000,000	\$ 153,554,294	\$ 153,555,164	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
78.15%	120,007,839	Investment pools	0.78
2.27%	3,473,138	Bank deposits - demand deposits	0.02
19.57%	30,054,250	U. S. government securities	0.20
100.00%	\$ 153,554,294	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
1st Quarter Fiscal Year 2024-2025 Activity

Description	Held At	Annualized August Interest Rate	Maturity	11/30/2024		8/31/2024		8/31/2024		11/30/2024		Additions/Subtractions and Change in Fair Market Value For the Quarter	LTD Unrealized Gain/Loss	November Earnings	September Through November Earnings
				Par	Fair Market Value	Ending Book Value	Ending Book Value	Ending Fair Market Value	Ending Book Value						
Short-Term Investments - Unrestricted Funds															
Demand Deposits															
Credit Cards in Transit	Heartland	N/A	12/01/24	\$ N/A	\$ 37,380	\$ 37,380	\$ (116,081)	\$ (116,081)	\$ (153,461)	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/24	N/A	(457,236)	(457,236)	(364,913)	(364,913)	92,323	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	12/01/24	N/A	5,981,311	5,981,311	4,002,954	4,002,954	(1,978,358)	N/A	13,143	41,427	N/A	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/24	N/A	(18,072)	(18,072)	(44,996)	(44,996)	(26,923)	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/24	N/A	(3,541)	(3,541)	(3,826)	(3,826)	(285)	N/A	N/A	N/A	N/A	N/A	N/A
Petty Cash	N/A	N/A	12/01/24	N/A	19,042	19,042	19,067	19,067	25	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	12/01/24	\$ N/A	\$ 5,558,862	\$ 5,558,862	\$ 3,492,205	\$ 3,492,205	\$ 12,056,674	N/A	13,143	41,427	N/A	N/A	N/A
Pool Accounts															
TexPool - Operating	TexPool	4.7302%	12/01/24	\$ N/A	\$ 789,238	\$ 789,238	\$ 628,389	\$ 628,389	\$ (162,846)	N/A	\$ 1,354	\$ 34,621	N/A	\$ 1,354	\$ 34,621
TexPool PRIME - Operating	TexPool	4.8324%	12/01/24	N/A	22,228,128	22,228,128	20,328,095	20,328,095	(1,902,031)	N/A	127,220	353,098	N/A	127,220	353,098
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	38,779,759	38,779,759	27,010,108	27,010,108	(11,769,651)	N/A	91,128	329,086	N/A	91,128	329,086
Sub Total Pool Accounts				\$ N/A	\$ 61,797,123	\$ 61,797,123	\$ 47,962,591	\$ 47,962,591	\$ 14,334,631	N/A	\$ 219,700	\$ 716,803	N/A	\$ 219,700	\$ 716,803
Investments															
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	-	4,998,000	5,028,000	-	-	(4,999,000)	-	-	21,313	-	-	21,313
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	08/13/25	10,000,000	10,003,800	10,000,000	10,013,300	10,000,000	9,500	13,300	39,083	117,250	-	39,083	117,250
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,023,000	5,027,750	5,017,400	5,027,750	(5,800)	(10,350)	21,354	64,063	-	21,354	64,063
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	-	4,954,100	4,799,500	-	-	(4,954,100)	-	20,354	61,063	-	20,354	61,063
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,993,250	4,997,580	-	4,999,300	6,050	1,720	19,792	59,375	-	19,792	59,375
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/25	5,000,000	-	-	4,985,200	4,998,340	4,985,200	(13,140)	18,605	33,610	-	18,605	33,610
US Treasury Note, CUSIP 91282CJK8	BNY Mellon	4.625%	11/15/28	5,000,000	-	-	5,039,050	5,031,450	5,039,050	7,600	-	-	-	-	-
Sub Total Investments				\$ 30,000,000	\$ 29,973,150	\$ 29,850,830	\$ 30,054,250	\$ 30,055,120	\$ 81,100	(670)	117,388	358,673	-	117,388	358,673
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 97,329,158	\$ 97,206,835	\$ 81,509,046	\$ 81,509,916	\$ 15,820,109	(670)	\$ 350,232	\$ 1,114,902		\$ 350,232	\$ 1,114,902
Short-Term Investments - Restricted (Bond) Funds															
Pool Accounts															
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	4.9004%	12/01/24	N/A	351,242	351,242	355,713	355,713	4,471	N/A	1,423	4,471	N/A	1,423	4,471
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	Lone Star Investment Pool	4.9004%	12/01/24	N/A	1,253	1,253	-	-	(1,253)	N/A	-	10	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	44,510,270	44,510,270	45,077,623	45,077,623	567,353	N/A	180,341	567,353	N/A	180,341	567,353
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	4.9004%	12/01/24	N/A	11,813,789	11,813,789	12,763,413	12,763,413	1,149,624	N/A	48,843	149,624	N/A	48,843	149,624
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	4.9004%	12/01/24	N/A	517,864	517,864	2,031,318	2,031,318	1,513,454	N/A	8,127	13,454	N/A	8,127	13,454
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.8324%	12/01/24	N/A	11,670,113	11,670,113	11,817,181	11,817,181	147,068	N/A	46,750	147,068	N/A	46,750	147,068
Sub Total Pool Accounts				\$ N/A	\$ 68,664,531	\$ 68,664,531	\$ 72,045,248	\$ 72,045,248	\$ 3,390,717	N/A	\$ 285,284	\$ 891,980	N/A	\$ 285,284	\$ 891,980
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 68,664,531	\$ 68,664,531	\$ 72,045,248	\$ 72,045,248	\$ 3,380,717	N/A	\$ 285,284	\$ 891,980		\$ 285,284	\$ 891,980
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 165,993,687	\$ 165,871,367	\$ 153,554,294	\$ 153,555,164	\$ 32,439,997	(670)	\$ 635,518	\$ 1,998,882		\$ 635,518	\$ 1,998,882

San Jacinto College Foundation
Financial Statements
December 2024

San Jacinto College Foundation

Statement of Financial Position

As of December 31, 2024

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,986,555	\$3,205,173	(\$1,218,618)
Promise (Endowed)	33,679	-	33,679
Total Checking/Savings	2,020,234	3,205,173	(1,184,939)
Accounts Receivables	2,685,663	2,540,705	\$144,958
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,921,855	5,580,714	(\$3,658,860)
Goldman Sachs - Promise (Endowed)	27,068,712	21,847,828	\$5,220,885
Goldman Sachs - FDN - HOE	507,398	433,306	\$74,092
Goldman Sachs - FDN	15,676,246	14,098,823	\$1,577,423
Total SJC Short Term Investments	45,174,211	41,960,672	3,213,539
Total Current Assets	49,880,109	47,706,550	2,173,559
TOTAL ASSETS	49,880,109	47,706,550	2,173,559
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	106,883	123,414	(16,531)
Programs Payable	2,030	2,030	-
Endowments Payable	264,834	196,053	68,781
Scholarship Payables	821,248	628,903	192,345
Promise Payables	26,399	1,338,514	(1,312,115)
Student Success Payables	47,653	141,904	(94,251)
Total Accounts Payable	1,269,047	2,430,818	(1,161,771)
Total Current Liabilities	1,269,047	2,430,818	(1,161,771)
Total Liabilities	1,269,047	2,430,818	(1,161,771)
NET ASSETS			
Net Assets Without Donor Restrictions	28,455,671	27,803,576	652,096
Net Assets With Donor Restrictions	19,312,371	16,155,042	3,157,328
Net Assets	47,768,042	43,958,618	3,809,424
Net Income	843,020	1,317,114	(474,094)
Total Net Assets	48,611,062	45,275,732	3,335,330
TOTAL LIABILITIES & NET ASSETS	\$49,880,109	\$47,706,550	\$2,173,559

San Jacinto College Foundation
Statement of Activities
For the Period Ending December 31, 2024

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	572,914	164,875	408,039	500,000	115%
Endowments	174,619	100,671	73,948	1,000,000	17%
Program Sponsorship	60,327	148,223	(87,896)	600,000	10%
Unrestricted Foundation	9,384	-	9,384	150,000	6%
Scholarships	243,230	184,612	58,618	650,000	37%
Total Contributions	<u>1,060,474</u>	<u>598,381</u>	<u>462,094</u>	<u>2,900,000</u>	<u>37%</u>
Other Income					
Special Events	-	320,011	(320,011)		
Investment Income	819,847	703,873	115,974	3,000,000	
Realized Gain / (Loss)	(60,876)	(22,151)	(38,724)	-	
Unrealized Gain / (Loss)	1,191,997	1,822,617	(630,620)	-	
Total Other Income	<u>1,950,968</u>	<u>2,824,350</u>	<u>(873,382)</u>	<u>3,000,000</u>	<u>65%</u>
Total Income	<u>3,011,443</u>	<u>3,422,731</u>	<u>(411,288)</u>	<u>5,900,000</u>	<u>51%</u>
Expense					
Programs					
Scholarships Awarded - Promise	1,276,971	1,338,982	(62,012)	3,000,000	43%
Scholarships Awarded - FND	391,940	530,852	(138,911)	1,000,000	39%
Programs Sponsored	376,485	146,318	230,168	400,000	94%
Student Success Initiatives	54,461	57,470	(3,009)	100,000	54%
Total Programs	<u>2,099,857</u>	<u>2,073,621</u>	<u>26,236</u>	<u>4,500,000</u>	<u>47%</u>
Supporting Services					
Bad Debt Expense	-	-	-	3,500	0%
Supporting Services					
Foundation Expenses	60,415	27,368	33,047	189,500	32%
Fundraising Expenses	-	1,801	(1,801)		
Sponsorship Expense	8,150	2,826	5,324	15,000	54%
Total Supporting Services	<u>68,565</u>	<u>31,995</u>	<u>36,570</u>	<u>204,500</u>	<u>34%</u>
Total Expense	<u>2,168,423</u>	<u>2,105,617</u>	<u>62,806</u>	<u>4,708,000</u>	<u>46%</u>
Net Ordinary Income	<u>843,020</u>	<u>1,317,114</u>	<u>(474,094)</u>	<u>1,192,000</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$843,020</u>	<u>\$1,317,114</u>	<u>(\$474,094)</u>	<u>\$1,192,000</u>	

San Jacinto College Foundation
Financial Statements
November 2024

San Jacinto College Foundation
Statement of Financial Position
As of November 30, 2024

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,860,521	\$2,748,190	(\$887,670)
Other Funds	-	-	-
Total Checking/Savings	1,860,521	2,748,190	(887,670)
Accounts Receivables	2,687,948	2,566,430	\$121,518
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,932,615	6,744,587	(\$4,811,972)
Goldman Sachs - Promise (Endowed)	26,353,865	21,039,719	\$5,314,146
Goldman Sachs - FDN - HOE	623,552	447,191	\$176,362
Goldman Sachs - FDN	17,176,179	13,336,426	\$3,839,753
Total SJC Short Term Investments	46,086,211	41,567,922	4,518,290
Total Current Assets	50,634,680	46,882,542	3,752,138
TOTAL ASSETS	50,634,680	46,882,542	3,752,138
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	106,883	123,414	(16,531)
Programs Payable	2,030	2,030	-
Endowments Payable	264,834	196,053	68,781
Scholarship Payables	821,248	625,938	195,310
Promise Payables	26,399	2,460,705	(2,434,306)
Student Success Payables	52,587	141,904	(89,317)
Total Accounts Payable	1,273,981	3,550,043	(2,276,062)
Total Current Liabilities	1,273,981	3,550,043	(2,276,062)
Total Liabilities	1,273,981	3,550,043	(2,276,062)
NET ASSETS			
Net Assets Without Donor Restrictions	28,393,398	26,985,847	1,407,551
Net Assets With Donor Restrictions	19,374,644	16,972,771	2,401,873
Net Assets	47,768,042	43,958,618	3,809,424
Net Income	1,592,657	(626,119)	2,218,776
Total Net Assets	49,360,699	43,332,499	6,028,200
TOTAL LIABILITIES & NET ASSETS	\$50,634,680	\$46,882,542	\$3,752,138

San Jacinto College Foundation
Statement of Activities
For the Period Ending November 30, 2024

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	572,914	69,100	503,814	500,000	115%
Endowments	35,702	58,668	(22,966)	1,000,000	4%
Program Sponsorship	46,618	138,996	(92,377)	600,000	8%
Unrestricted Foundation	6,394	-	6,394	150,000	4%
Scholarships	205,626	177,034	28,591	650,000	32%
Total Contributions	867,254	443,798	423,456	2,900,000	30%
Other Income					
Special Events	-	19,700	(19,700)		
Investment Income	503,455	438,211	65,244	3,000,000	
Realized Gain / (Loss)	(60,281)	(13,742)	(46,539)	-	
Unrealized Gain / (Loss)	2,297,177	541,968	1,755,209	-	
Total Other Income	2,740,351	986,137	1,754,214	3,000,000	91%
Total Income	3,607,605	1,429,935	2,177,670	5,900,000	61%
Expense					
Programs					
Scholarships Awarded - Promise	1,276,971	1,338,982	(62,012)	3,000,000	43%
Scholarships Awarded - FND	391,940	527,886	(135,946)	1,000,000	39%
Programs Sponsored	230,392	112,670	117,722	400,000	58%
Student Success Initiatives	54,461	57,470	(3,009)	100,000	54%
Total Programs	1,953,764	2,037,009	(83,245)	4,500,000	43%
Supporting Services					
Bad Debt Expense	-	-	-	3,500	0%
Supporting Services					
Foundation Expenses	58,034	14,418	43,616	189,500	31%
Fundraising Expenses	-	1,801	(1,801)		
Sponsorship Expense	3,150	2,826	324	15,000	21%
Total Supporting Services	61,184	19,045	42,139	204,500	30%
Total Expense	2,014,948	2,056,054	(41,106)	4,708,000	43%
Net Ordinary Income	1,592,657	(626,119)	2,218,776	1,192,000	
Other Income / Expenses					
Increase/Decrease in Net Position	\$1,592,657	(\$626,119)	\$2,218,776	\$1,192,000	

Capital Improvement Program
December 31, 2024

2015 Bond Program

Report as of December 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	115,011	47,296,400	727,248	98.49%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	115,011	47,296,400	727,248	98.49%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
Sub-total	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	390,549	1,153,270	67,181	95.83%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	390,549	1,153,270	67,181	95.83%
Generation Park									
736606 - Generation Park Opportunities	-	14,800,000	14,800,000	-	14,800,000	181,823	750,207	13,867,970	6.30%
736616 - Generation Park BioManufacturing Program	-	2,200,000	2,200,000	-	2,200,000	1,717,276	290,882	191,842	91.28%
736617 - Generation Park BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	6,394	-	2,993,606	-
Sub-total	-	20,000,000	20,000,000	-	20,000,000	1,905,494	1,041,089	17,053,417	14.73%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,116,918	29,116,918	427,385	29,544,303	2,663,417	25,874,473	1,006,413	96.59%
736610 - CW Deferred Maintenance Phase II	-	7,344,903	7,344,903	-	7,344,903	1,665,408	2,856,633	2,822,862	61.57%
736615 - DIST FY25 CW Roofing Projects*	-	52,000	52,000	-	52,000	52,000	-	-	-
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	26,428	-	1,026	96.26%
736601 - Contingency	1,166,180	17,230,893	18,397,073	-	18,397,073	-	-	18,397,073	-
Sub-total	1,166,180	65,176,281	66,342,461	(10,976,728)	55,365,733	4,407,253	28,731,106	22,227,374	59.85%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	6,834,924	377,961,684	40,203,392	90.54%

Center for Biotechnology at Generation Park

Report as of December 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	1,506,875	2,493,125	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	600,000	2,200,000	2,200,000	1,717,276	290,882	191,842	91.28%
736617 GP - BioManufacturing Equipment - (2015 Bond)	-	3,000,000	3,000,000	3,000,000	6,394	-	2,993,606	0.21%
TOTALS	7,500,000	3,600,000	11,100,000	11,100,000	3,230,545	4,684,008	3,185,447	71.30%

Interest Earnings per Bond Issue

Report as of December 31, 2024

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-
2016 & 2019 Bond Issue Earnings	8,505,744	6,181	(8,486,346)	25,580
2021 Bond Issue Earnings	2,776,135	184,767	(2,474,311)	486,591
2022 Bond Issue Earnings	4,509,270	749,424	(3,482,854)	1,775,840
2023 Revenue Bond Earnings	17,864	18,721	-	36,585
TOTALS	20,297,337	959,104	(18,931,845)	2,324,596

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC - C3 Low Roof Replacement	563,932	154,274	393,896	15,762	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	429,087	260,581	318,533	68.41%
Sub-total	1,572,134	583,361	654,478	334,295	78.74%
North					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC - N2 Roof Replacement	1,703,274	52,143	24,808	1,626,324	4.52%
Sub-total	3,818,819	52,143	2,012,811	1,753,865	54.07%
South					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	-	2,230,041	89,491	96.14%
733617 - SC - S11 Roof Replacement	680,990	258,868	386,476	35,646	94.77%
733618 - SC - S14 Roof Replacement	580,523	63,675	2,325	514,523	11.37%
Sub-total	3,581,045	322,543	2,618,842	639,660	82.14%
Gen Park					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
Sub-total	614,650	-	614,650	-	100.00%
Closed Projects					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
Sub-total	7,445,197	-	7,445,197	-	100.00%
TOTALS	18,931,845	958,047	15,245,978	2,727,820	85.59%

Future Capital Projects

Report as of December 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	520,021	207,536	1,672,443	30.31%
Capital Reserve Contingency (726504)	-	9,395,888	9,395,888	9,395,888	-	-	9,395,888	-
TOTALS	-	11,795,888	11,795,888	11,795,888	520,021	207,536	11,068,331	6.17%

Energy Conservation Project - CL442

Report as of December 31, 2024

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	22,500	-	1,133,062	1.95%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	94,456	-	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	30,461	-	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	366,904	366,904	291,256	75,648	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	73,150	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	270,000	-	80,920	76.94%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	16,280	-	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	-	-	411,480	-
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	8,766	8,766	-	-	8,766	-
E25010 Utility Assessment Report	-	59,996	59,996	-	-	59,996	-
E25000 - Contingency Lone Star Loan 2025	2,571,824	(2,571,824)	-	-	-	-	-
TOTALS	2,571,824	-	2,571,824	724,953	148,798	1,698,073	33.97%

Repair and Renovation

Report as of December 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	15,000	15,000	15,000	-	4,768	10,232	31.79%
F25009 CC - C3. 287 One Button Studio	-	30,000	30,000	30,000	4,287	15,649	10,064	66.45%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	12,862	-	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	25,405	25,405	25,405	25,405	-	-	100.00%
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	4,159	-	-	100.00%
F25028 CC - Security Camera Expansion	-	7,833	7,833	7,833	4,928	2,905	-	100.00%
F25029 CC - C19 Deterrence Barrier	-	71,795	71,795	71,795	-	-	71,795	-
F25030 CC - Misc. Furniture	-	41,008	41,008	41,008	41,008	-	-	100.00%
F25035 CC - C20 ECHS Café Refrigerator	-	2,400	2,400	2,400	2,400	-	-	100.00%
F25036 CC - C14.246 Storefront	-	15,223	15,223	15,223	-	-	15,223	-
Sub-total	-	225,685	225,685	225,685	95,049	23,322	107,314	52.45%
North								
F25002 NC - NC Misc.Funds	-	10,000	10,000	10,000	-	88	9,912	0.88%
F25007 NC - N8.219 AV English Ste PH II	-	8,526	8,526	8,526	-	8,526	-	100.00%
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	-
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	7,922	23,790	-	100.00%
F25014 NC - N1 Fine Arts Stage Floor	-	-	-	-	-	-	-	-
F25016 NC - N24 Generator	-	-	-	-	-	-	-	-
F25026 NC - Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25034 NC - Baseball Shot Clock Installati	-	5,608	5,608	5,608	5,608	-	-	100.00%
Sub-total	-	95,846	95,846	95,846	13,530	32,404	49,912	18.16%
South								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	-	-	10,000	-
F25015 SC - S15.115 Dance Rehearsal Studio	-	-	-	-	-	-	-	-
F25018 SC - S8 Classroom Conversion	-	-	-	-	-	-	-	-
F25019 SC - S15.122,124,126 Room Renovation	-	-	-	-	-	-	-	-
F25025 SC - SC Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25027 SC - S11.110A & B Furniture Replacement	-	5,918	5,918	5,918	5,918	-	-	100.00%
F25033 SC - Softball Action Clock Install	-	7,130	7,130	7,130	7,130	-	-	100.00%
Sub-total	-	63,048	63,048	63,048	13,048	-	50,000	-
Maritime								
F25020 MT - M1 Classroom Lighting Upgrade	-	-	-	-	-	-	-	-
F25021 MT - Maritime Bleachers	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
F25005 GP - GP Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
F25006 GP - G2.221 A&P Lab	-	4,522	4,522	4,522	1,243	3,279	-	100.00%
Sub-total	-	9,522	9,522	9,522	1,243	3,279	5,000	47.49%
District								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
F25011 DIST - CW Reupholstering	-	75,000	75,000	75,000	28,441	-	46,559	37.92%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	100.00%
F25032 DIST - A1 Front Entrance Kiosk	-	19,000	19,000	19,000	12,330	-	6,670	64.89%
Sub-total	-	104,218	104,218	104,218	40,771	5,218	58,229	18.16%
Contingency (720700) - Major Repairs	600,000	(291,689)	308,311	308,311	-	-	308,311	-
Sub-total	600,000	(291,689)	308,311	308,311	-	-	308,311	-
TOTALS	600,000	206,630	806,630	806,630	163,641	64,223	578,766	28.25%

Capital Improvement Program
November 30, 2024

2015 Bond Program

Report as of November 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,539	47,290,800	720,320	98.50%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,539	47,290,800	720,320	98.50%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
Sub-total	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	540,849	1,002,970	67,181	95.83%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	540,849	1,002,970	67,181	95.83%
Generation Park									
736606 - Generation Park Opportunities	-	14,800,000	14,800,000	-	14,800,000	195,945	736,085	13,867,970	6.30%
736616 - Generation Park BioManufacturing Program	-	2,200,000	2,200,000	-	2,200,000	1,731,132	206,606	262,262	88.08%
736617 - Generation Park BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	-	-	3,000,000	-
Sub-total	-	20,000,000	20,000,000	-	20,000,000	1,927,077	942,691	17,130,232	14.35%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,116,918	29,116,918	427,385	29,544,303	3,393,174	25,144,705	1,006,424	96.59%
736610 - CW Deferred Maintenance Phase II	-	7,344,903	7,344,903	-	7,344,903	2,094,607	2,118,676	3,131,621	57.36%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	26,428	-	1,026	96.26%
736601 - Contingency	1,166,180	17,282,893	18,449,073	-	18,449,073	-	-	18,449,073	-
Sub-total	1,166,180	65,176,281	66,342,461	(10,976,728)	55,365,733	5,514,209	27,263,380	22,588,144	59.20%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
TOTALS									
	425,000,000	-	425,000,000	-	425,000,000	8,126,291	376,239,660	40,634,049	90.44%

Center for Biotechnology at Generation Park

Report as of November 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
736616 GP - BioManufacturing Program - Revenue Bond	4,000,000	-	4,000,000	4,000,000	2,705,532	1,294,468	-	100.00%
736616 GP - BioManufacturing Program - Bond Earnings	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program - 2015 Bond	1,600,000	600,000	2,200,000	2,200,000	1,803,432	126,881	269,687	87.74%
736617 GP - BioManufacturing Equipment - 2015 Bond	-	3,000,000	3,000,000	3,000,000	-	-	3,000,000	-
TOTALS	7,500,000	3,600,000	11,100,000	11,100,000	4,508,964	3,321,349	3,269,687	70.54%

Interest Earnings per Bond Issue

Report as of November 30, 2024

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-
2016 & 2019 Bond Issue Earnings	8,505,744	4,716	(8,486,346)	24,114
2021 Bond Issue Earnings	2,776,135	142,352	(2,474,311)	444,176
2022 Bond Issue Earnings	4,509,270	567,353	(3,482,854)	1,593,769
TOTALS	20,279,473	714,431	(18,931,845)	2,062,059

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC - C3 Low Roof Replacement	563,932	156,210	391,961	15,762	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	430,824	258,844	318,533	68.41%
Sub-total	1,572,134	587,034	650,805	334,295	78.74%
North					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC - N2 Roof Replacement	1,703,274	76,950	-	1,626,324	-
Sub-total	3,818,819	76,950	1,988,004	1,753,865	54.07%
South					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	-	2,230,041	89,491	96.14%
733617 - SC - S11 Roof Replacement	680,990	421,974	223,371	35,646	94.77%
733618 - SC - S14 Roof Replacement	580,523	66,000	-	514,523	11.37%
Sub-total	3,581,045	487,974	2,453,411	639,660	82.14%
Gen Park					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
Sub-total	614,650	-	614,650	-	100.00%
Closed Projects					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
Sub-total	7,445,197	-	7,445,197	-	100.00%
TOTALS	18,931,845	1,151,958	15,052,067	2,727,820	85.59%

Future Capital Projects

Report as of November 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	699,045	20,128	1,680,827	29.97%
Capital Reserve Contingency (726504)	-	9,363,413	9,363,413	9,363,413	-	-	9,363,413	-
TOTALS	-	11,763,413	11,763,413	11,763,413	699,045	20,128	11,044,240	6.11%

Energy Conservation Project - CL442

Report as of November 30, 2024

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	22,500	-	1,133,062	1.95%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	94,456	-	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	30,461	-	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	334,900	334,900	308,385	26,515	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	73,150	-	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	100,000	-	250,920	28.50%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	16,280	-	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	-	-	411,480	-
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	8,766	8,766	-	-	8,766	-
E25010 Utility Assessment Report	-	92,000	92,000	-	-	92,000	-
E25000 - Contingency Lone Star Loan 2025	2,571,824	(2,571,824)	-	-	-	-	-
TOTALS	2,571,824	-	2,571,824	645,231	26,515	1,900,077	26.12%

Repair and Renovation

Report as of November 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	15,000	15,000	15,000	4,768	-	10,232	31.79%
F25009 CC - C3. 287 One Button Studio	-	30,000	30,000	30,000	19,036	-	10,964	63.45%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	12,862	-	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	25,405	25,405	25,405	-	-	25,405	-
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	4,159	-	-	100.00%
F25028 CC - Security Camera Expansion	-	7,833	7,833	7,833	7,833	-	-	100.00%
F25029 CC - C19 Deterrence Barrier	-	71,795	71,795	71,795	-	-	71,795	-
F25030 CC - Misc. Furniture	-	41,008	41,008	41,008	-	-	41,008	-
Sub-total	-	208,062	208,062	208,062	48,658	-	159,404	23.39%
North								
F25002 NC - NC Misc.Funds	-	10,000	10,000	10,000	-	88	9,912	0.88%
F25007 NC - N8.219 AV English Ste PH II	-	8,526	8,526	8,526	8,526	-	-	100.00%
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	-
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	31,712	-	-	100.00%
F25014 NC - N1 Fine Arts Stage Floor	-	-	-	-	-	-	-	-
F25016 NC - N24 Generator	-	-	-	-	-	-	-	-
F25026 NC - Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25034 NC - Baseball Shot Clock Installati	-	5,608	5,608	5,608	5,608	-	-	100.00%
Sub-total	-	95,847	95,847	95,847	45,847	88	49,912	47.92%
South								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	-	-	10,000	-
F25015 SC - S15.115 Dance Rehearsal Studio	-	-	-	-	-	-	-	-
F25018 SC - S8 Classroom Conversion	-	-	-	-	-	-	-	-
F25019 SC - S15.122,124,126 Room Renovation	-	-	-	-	-	-	-	-
F25025 SC - SC Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25027 SC - S11.110A & B Furniture Replacement	-	5,918	5,918	5,918	5,918	-	-	100.00%
F25033 SC - Softball Action Clock Install	-	7,130	7,130	7,130	7,130	-	-	100.00%
Sub-total	-	63,048	63,048	63,048	13,048	-	50,000	20.69%
Maritime								
F25020 MT - M1 Classroom Lighting Upgrade	-	-	-	-	-	-	-	-
F25021 MT - Maritime Bleachers	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
GP - GP Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
GP - G2.221 A&P Lab	-	3,279	3,279	3,279	-	3,279	-	100.00%
Sub-total	-	8,279	8,279	8,279	-	3,279	5,000	39.61%
District								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
F25011 DIST - CW Reupholstering	-	75,000	75,000	75,000	28,441	-	46,559	37.92%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	100.00%
F25032 DIST - A1 Front Entrance Kiosk	-	19,000	19,000	19,000	10,818	-	8,182	56.94%
Sub-total	-	104,218	104,218	104,218	39,259	5,218	59,741	18.16%
Contingency (720700) - Major Repairs	600,000	(272,823)	327,177	327,177	-	-	327,177	-
Sub-total	600,000	(272,823)	327,177	327,177	-	-	327,177	-
TOTALS	600,000	206,630	806,630	806,630	146,811	8,585	651,234	19.26%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
January 14, 2025**

Members Present: Dr. Michelle Cantú-Wilson, Salvador Serrano Jr., Dan Mims

Members Absent: John Moon, Jr.

Other Trustees Present: None

Others Present: Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, Bianca Torres, and Teri Zamora

- I. Dr. Michelle Cantú-Wilson called the meeting to order at 4:05 p.m.
- II. Roll call of the Committee members was taken by Dr. Michelle Cantú-Wilson:
 - Dr. Michelle Cantú-Wilson, Present
 - John Moon, Jr., Absent
 - Salvador Serrano Jr., Present
 - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from the August 27, 2024, Building Committee Meeting was completed. Motion was made by M. Cantú-Wilson to accept the minutes; minutes were not seconded because M. Cantú-Wilson was the only member present from the previous meeting.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Chuck Smith)
 - Bond Funds
 - Consideration of Approval of Additional Funds for Asphalt, Concrete, and Parking Lot Striping Services
 - This item requests approval for asphalt, concrete, and parking lot striping services from RMB Management DBA Corestone Construction Services (Corestone).
 - In August 2024, the Board approved an expenditure of \$300,000 for asphalt, concrete, and parking lot striping services with Corestone for the facilities services department. This request will increase the approved amount by \$400,000 to a total expenditure of \$700,000. The additional expenditure will be funded from the 2015 capital improvement program bond deferred maintenance allocation.
 - Approval of this request will allow College-wide deferred maintenance pavement preservation efforts to be conducted without depleting the facilities services department’s budget for general maintenance and repair needs.
 - Since there was a new Board member in attendance, B. Hellyer explained the purpose of the Building Committee meeting and that the

- write-ups for considerations of approval will be included in the January 27, 2025, Board book.
 - T. Zamora provided an overview of the previously approved preventive maintenance funding for pavement preservation.
 - D. Mims confirmed that the funding secured for pavement preservation will be allocated College-wide.
 - C. Smith replied that the Board approved the budget of \$2.2 million for pavement preservation throughout the College and therefore, he is asking for contract authority to spend the funds previously approved.
- Consideration of Approval of Additional Funds for Central Campus Music Building (C5) Envelope Repairs
 - This item requests approval for the expenditure of additional funds to complete roof and envelope repairs for Central Campus Music Building (C5) by Atlas Universal Roofing, Inc.
 - In August 2024, the Board approved an expenditure of \$700,000 for roof and structural upgrades to C5. This request will increase the authorized contract amount by \$119,917 to \$819,917 and will be funded from Bond Interest Earnings.
 - This action will increase the value of CSP 24-31 by 25 percent, allowing the roof to be coated prior to the contractor’s demobilization. Because of the small roof area involved, expansion of the current contract has been determined to be the most time and cost-effective path forward.
 - This report was presented with no comments.
- Consideration of Approval of Additional Funds for Architectural Services
 - This item requests approval for the expenditure of additional funds for architectural services from Huitt-Zollars, Inc. for capital projects.
 - In August 2024, the Board approved an expenditure of \$376,500 to Huitt-Zollars, Inc. for architectural services. This request will increase the approved amount by \$54,000 to a total expenditure of \$430,500. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance allocation.
 - Approval of this request will allow roofing condition assessments to be used to establish priorities of work and anticipated budgets for each project. This will enable mid-range planning and reduce the overall cost of roofing replacement and incidental repairs due to roof leaks.
 - This report was presented with no comments.
- Consideration of Approval to Contract for the Roof Replacement of North Campus Interactive Learning Center Building (N2)
- This item requests approval of a contract with Atlas Universal Roofing, Inc. for the roof replacement of the Interactive Learning Center Building (N2) North Campus.
 - In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On November 15, 2024, the Chancellor’s designee

approved the competitive sealed proposals (CSP) methodology for roof replacement at N2. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for the public solicitation of construction proposals.

- Approval of this request will allow for approximately 41,500 square feet of failed modified bitumen roofing on N2 to be demolished and replaced with new College standard roof assembly.
- Pending successful contract negotiations, the estimated expenditure for this project will not exceed the allocated amount of \$1,700,000 and will be funded from Bond Interest Earnings.

○ Consideration of Delegation of Authority to Contract for CL 442 LoanSTAR College-Wide LED Upgrades

- This item requests approval for the Board of Trustees to authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the CL 442 LoanSTAR College-wide light-emitting diode (LED) upgrades project.
- In February 2021, the Board delegated authority to approve the method of procurement best suited for each construction or renovation project. On December 6, 2024, the Chancellor's designee approved the competitive sealed proposals (CSP) method for this project. Detailed plans and specifications developed by ESA Energy Systems Associates; Inc. were used as part of the documentation package in accordance with Texas Government Code §2269.151.
- CSP #25-18 was issued on December 17, 2024, to procure construction services for this project. Each response received will be evaluated by a team comprised of representatives from capital projects and facilities services. Evaluation and ranking of the submittals will be based on criteria published in the solicitation.
- Approval of this action will allow the timely selection of a contractor to replace all remaining incandescent and fluorescent lamps that are feasible to replace within the College with new, energy-efficient, maintenance-saving, LED lamps and fixtures.
 - The estimated expenditure for this project is \$1,100,000, including contingency funds, and will be funded from the LoanSTAR CL 442 loan. Loan repayments will be from operational savings. B. Hellyer explained the reason for the delegation of authority.
 - T. Zamora clarified that the request to the Board is to approve the Chancellor or her designee to select a vendor based upon the scoring from the solicitation.
 - B. Hellyer added that if the College has the authority to contract with the highest scoring vendor, then construction would not have to wait until March 2025 to begin work.

V. Bond Funds (Reported by Charles Smith)

- Safety Metrics
 - Zero safety incidents were reported.

- S. Serrano asked if the safety scenarios shown in the presentation, are real examples.
 - C. Smith replied that they are real examples.
 - S. Serrano stated that he appreciates that the College is taking the initiative to monitor project safety.
- Progress Updates
1. Central Campus Anderson- Ball Classroom Building (C16)
 - Solar panels were energized on December 21, 2024. Since that day, the College has reduced the electric bill by approximately \$4,000 during this short operational period.
 - The agreement with CenterPoint allows the College to apply to operate the solar panels at S13, S7, and S9 under the same system being utilized at Central Campus. This will require adding engineering documentation which should be completed by the end of January.
 - B. Hellyer expressed her gratitude for those who worked on the solar system project.
 - M. Cantú-Wilson asked C. Smith to share additional efforts by the College to lower energy cost.
 - C. Smith provided the following list of energy saving initiatives: solar panels, LoanSTAR loans, LED lightings replacements and retrofits, retrofit commissioning, chiller replacements, window replacements, optimization software, water recovery projects such as the North Campus baseball irrigation project, and summertime usage curtailment.
 - S. Serrano asked if the College plans to add solar to all the campuses.
 - B. Hellyer explained that the College will use the current projects for the next two years as a pilot program to understand the impact and long-term needs and opportunities of the College. The goal is to continue to reduce usage and sustainability.
 - As previously discussed, C16 continues to experience ongoing elevator warranty issues on which the building contractor is actively working to convert to a non-proprietary controls system and accept warranty responsibilities.
 2. Central Campus – McCollum Administration Building (C3) Roof Upgrades
 - The project is nearing completion.
 - The interior roof drains on sections of the roof with exterior downspouts were replaced to protect the foundation.
 - The College also added metal panel trim, fascia panels, insulation, and a new 30-year roof.
 3. Central Campus— Music Building (C5) Envelope Repair
 - Masonry was removed, leaking waterproofing and flashing were replaced, and new siding and skylights were installed.
 - M. Cantú-Wilson asked if the leaking issues in the Music Building interrupted school operations.

- C. Smith replied that it had not interrupted operations and provided detail on the original design of the building and why it was leaking. He explained the process for resolving the issue.
 - M. Cantú-Wilson mentioned that humidity is not good for the music instruments.
 - C. Smith replied that the humidity was a separate issue with the HVAC and was also resolved.
4. Central Campus—C12 Slocomb Auditorium
- This project is substantially complete.
 - Replacement of three air units were installed.
5. Central Campus- C26 Automotive and Career Center
- Installation of the transformer upgrade has been completed.
6. North Campus Electrical Upgrade
- The natural gas meter was relocated over winter break.
 - Due to delayed delivery of the main switchgear, the project has been pushed back to spring break with completion projected for May or June of 2025.
7. North Campus- Burleson Classroom Building (N7) foundation
- Foundation investigation identified the immediate cause of the distress as a failed storm drain that was washing soil from under the slab.
 - The storm drain has been repaired.
 - The College commissioned a differential floor elevation survey, and it determined that the floor settlement had been caused by tree roots scouring moisture from under the building. Trees have been since removed.
 - Correction to the floor will require replacement of the entire sanitary sewer system.
 - The College anticipates the total cost of restoration to be approximately \$542,000 budget authority will be submitted to the Board at the January Board Workshop.
 - B. Hellyer asked if the work could be completed in one week.
 - C. Smith replied that he believes with the right contractor that we can.
 - M. Cantú-Wilson asked if the affected area was only one restroom or a bank of restrooms.
 - C Smith explained how the sanitary sewers are all tied together.
 - B. Hellyer confirmed that the project is scheduled to be completed by the time the Early College High School (ECHS) students return after spring break.
 - B. Hellyer asked if both the restrooms and foundation issues can be addressed the same week.
 - C. Smith replied that the foundation and the sewer repair will occur in the same week.
 - B. Hellyer confirmed with T. Zamora that Galena Park has been

- notified of the upcoming repairs to the building.
 - M. Cantú-Wilson asked how many students are attending class in that building.
 - B. Hellyer replied approximately 400.
 - D. Mims asked if we have a contingency plan.
 - C. Smith replied that the students will be sent to Building N8 if the bathrooms are not functioning.
 - M. Cantú-Wilson asked how old the building is.
 - C. Smith replied that the building was built between 1978 and 1980 and was remodeled in 2018 with an added sprinkler system.
 - S. Serrano asked if this has happened at any of the College's other locations.
 - C. Smith said yes, North and South campuses are built on clay material, and the ground moves in response to rainfall and drought.
8. North Campus – N6 Welcome Center
- In November staff were relocated, and demolition began.
 - The project is currently in reconstruction phase with completion projected to be after Spring Break 2025.
9. North Campus - Walkway
- Walk through the site along Uvalde with Harris County took place on January 6, 2025.
10. North & South Campus - Thermal Energy Storage Tanks
- The tanks were painted in December 2024, but logos were smaller than anticipated.
 - The College is scheduled to upgrade the Raven logos to a larger size on January 17, 2025.
11. College-Wide - Pavement Preservation
- The Board approved funding for this project in September 2024.
 - Included in this project are Rick Schneider Road and Parking lots P7 and P9 at South Campus.
 - The South Campus pavement improvements are projected to be done in March 2025.
12. South Campus – S11 Student Center/ Bookstore
- The existing roof was repaired with a silicone primer and silicone top coating.
 - The steel standing seam roof was prepped and painted, and the old skylight system was replaced with a better alternative.
13. Generation Park - Center for Biotechnology (G9)
- Rain and low temperatures have prevented the completion of liquid waterproofing and masonry installation on the exterior of the building.
 - The window installation and roof have been completed, and there is

significant work occurring on the interior of the building.

14. Maritime- M1 Heating Coil Upgrade

- This project was completed over the 2024 winter break.
 - M. Cantú-Wilson asked if there was any interruption in the use of the pool for instruction.
 - C. Smith explained the reason for the heating coil upgrade and that they are still able to use the pool.

○ Financial Updates

- 2015 Bond Allocations to be Requested at Board Workshop
 - Deferred Maintenance (DM) South Campus (SC) Solar Commissioning \$200,000
 - DM Roof Condition Assessment \$100,000
 - DM N7 Foundation Repairs \$550,000
- Generation Park
 - B. Hellyer shared that the College has received donated equipment for the Biotechnology Program which has been a nice cost savings for the College.
 - T. Zamora added that the College typically does not accept or purchase used equipment, but is able to do so for training purposes. This is equipment at a good cost and extended useful life.
- Future Capital Projects
 - B. Hellyer asked about the baseball updates.
 - C. Smith responded that the new bleachers and sunshades have been installed at the North campus baseball fields.
 - B. Hellyer explained the different funding sources.
 - C. Hutchins explained the process of designating funding for Future Capital Projects each year by setting aside cash.
 - T. Zamora noted that the College keeps 4-6 months of budgeted funding on hand for operations, so any amounts in excess are available to set aside for Future Capital Projects.
 - B. Hellyer reported that by keeping a reserve of funds for Future Capital Projects on hand, the College can avoid issuing another bond or incurring debt in addressing deferred maintenance needs.

○ Operating Funds (Reported by Bryan Jones)

- Safety Metrics
 - Zero safety accidents or incidents were reported.
- Schedule Updates
 - An overview of the current minor projects was presented without questions.
 - B. Hellyer explained the need for the N1 Fine Arts stage replacement.
 - B. Jones provided additional information about the project.
- Progress Updates
 - 42 Minor projects have been recorded to date.
 - There are nine in the queue.

January 14, 2025, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

- The turnover rate for Facilities Services employees is low at only one percent.
- Overview of the Facilities Services Department responsibilities was shared with the new Committee member.
- Financial Updates
 - Repair and Renovation Report was presented with no further comments or questions.

VI. Status of Delegation of Authority

- Request for approval to purchase Biotechnology Equipment for Generation Park.
 - B. Hellyer explained the purpose of the delegation of authority.

VII. Adjournment – The meeting adjourned at 5:19 p.m.

Action Item "IX"
Regular Board Meeting January 27, 2025

**Consideration of Approval of Amendment to the 2024-2025 Budget
for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2024-2025 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

Federal, state, and local grants/contracts may require amendments for receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of December 2024.

IMPACT OF THIS ACTION

Approval of the budget amendment will allow the College's staff to implement the programs in accordance with the requirements of funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$432,113 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

The Office of Grants Management provides continuous monitoring of grant/contract operations, which are included in the annual financial report to the Board of Trustees.

ATTACHMENTS

Attachment 1- Budget Amendments - 01-27-25

Attachment 2- Grant/Contract Detail- 01-27-25

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
January 27, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Jobs for the Future, Inc., (JFF) - Increasing Dual Enrollment Access and Success (IDEAS) (New Grant)</u>					
Federal Grant Revenue	538484	56700	554100	110000	(400,000)
Contractual Services	538484	56700	731000	460913	400,000
					\$ -
<u>U.S. Department of Transportation/Texas Department of Transportation - 2025 National Summer Transportation Institute Program (NSTI) (New Grant)</u>					
Local Grant Revenue	532006	56700	554100	110000	(27,113)
Instructional Labor - Adjunct	532006	56700	621100	561611	11,960
Fringe Benefits	532006	56700	650000	561611	718
Supplies	532006	56700	710000	561611	3,600
Travel	532006	56700	721000	561611	3,739
Contractual Services	532006	56700	731000	561611	5,734
Contractual Svcs - Indirect costs	532006	56700	731500	620909	1,362
					-
<u>JED Foundation - JED Campus Collaborative for Student Parents (New Grant)</u>					
Local Grant Revenue	570040	56700	554300	110000	(5,000)
Supplies	570040	56700	710000	460913	1,800
Contractual Services	570040	56700	731000	460913	3,200
					-
Net Increase (Decrease)					\$ -

Note: Credits to revenues are increases and credits to expenses are decreases.
Conversely, debits to revenue are decreases and debits to expenses are increases.

Grant Funding Summary by Agency:

U.S. Department of Education	\$	400,000
U.S. Department of Transportation		27,113
JED Foundation		5,000
	\$	432,113

January 27, 2025, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Education/Jobs for the Future, Inc., (JFF) - Increasing Dual Enrollment Access and Success (IDEAS) (New Grant)

The IDEAS project is designed to expand access to dual enrollment and improve educational outcomes for students by implementing dual enrollment hubs model that is embedded within college locations serving multiple high schools. This model will expand on the College's current dual credit model by considering additional interventions and supports. Over the course of the five-year IDEAS grant period, San Jacinto College will receive, and participate in technical assistance, serve as an implementation site for interventions, provide JFF and the American Institutes for Research (AIR) with relevant data, and ultimately serve and support more dual enrollment students.

U.S. Department of Transportation/Texas Department of Transportation - 2025 National Summer Transportation Institute Program (NSTI) (New Grant)

This grant funds the National Summer Transportation Institute (NSTI) program, which will be held during summer 2025. This program introduces high school students to a variety of transportation careers and provides educational enhancement activities. It is designed to enhance the STEM skills of high school students; create an awareness about careers that are part of the transportation industry, whether on land, on the waters, or in the air; stimulate an interest for students to pursue one of the careers in transportation; demonstrate the interdisciplinary relationships of the various transportation fields; and explain the significance of the transportation sector to the U.S. economy. Through three weeks of program sessions, 15-20 students will be impacted.

Jed Foundation (JED) Campus Collaborative for Student Parents (New Grant)

This award provides funds for innovative programs and services for student parents. The program will conduct a self-assessment and discover key insights and strategies tailored to enhance supports for student parents. Through the JED framework, the College will gain specialized guidance designed exclusively for community colleges. San Jacinto College will also participate in four virtual convenings that will include guest speakers, content experts, and discussions regarding best practices.

Action Item “X”
Regular Board Meeting January 27, 2025

Consideration of Approval to Authorize Resolution to Order a General Election and Execution of Such Order to Hold Trustee Election

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize a resolution to order a general election and to execute such Order to hold an election for a six-year term for San Jacinto Community College District Trustee Position Three (3) and Trustee Position Four (4) on May 3, 2025, being the first Saturday in May 2025.

BACKGROUND

Texas Election Code Section 3.004(b) and Section 3.005(c) provides authority for the governing body of a Texas political subdivision to order an election for the general election of its members. Such election must be ordered no later than the 78th day prior to the election for elections that are to be held on the general election date for state and county officers. The election order requirements are that the order must state the date of the election and the offices or measures to be voted on at the election.

The attached Election Order has been reviewed by legal counsel and conforms to the requirements of the Texas Election Code.

The College intends to contract with Harris County in March to facilitate the election process.

IMPACT OF THIS ACTION

Adoption of the Election Order will allow the College to conduct an election on May 3, 2025, to fill the vacant trustee positions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the Election Order has no budget impact. The related costs of an election are included in the fiscal year 2025 budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

- Attachment 1 - Resolution to Order Trustee Election
- Attachment 2 - Election Order, English
- Attachment 3 – EXHIBIT A, English
- Attachment 4 - Election Order, Spanish
- Attachment 5 – EXHIBIT A, Spanish

Action Item "X"
Regular Board Meeting January 27, 2025

**Consideration of Approval to Authorize Resolution to Order a General Election and
Execution of Such Order to Hold Trustee Election**

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Shawna Pina	281-998-6306	shawna.pina@sjcd.edu

RESOLUTION TO ORDER TRUSTEE ELECTION

RESOLUTION AUTHORIZING BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT TO:

- 1. ORDER A GENERAL ELECTION WITHIN THE SAN JACINTO COMMUNITY COLLEGE DISTRICT FOR SAN JACINTO COMMUNITY COLLEGE DISTRICT TRUSTEES FOR THE REGULAR SIX (6) YEAR TERM FOR POSITIONS THREE (3) AND FOUR (4) TO BE HELD ON THE 1st SATURDAY OF THE MONTH OF MAY, 2025, BEING MAY 3, 2025 AND ANY RUNOFF ELECTION; AND**
- 2. AUTHORIZE SAN JACINTO COMMUNITY COLLEGE DISTRICT TO CONDUCT ELECTIONS AND ENTER INTO INTERLOCAL AGREEMENT WITH HARRIS COUNTY FOR JOINT ELECTIONS, INCLUDING ALL FACILITIES, EQUIPMENT, PERSONNEL, AND SERVICES NECESSARY FOR THE ELECTION.**

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT OF HARRIS COUNTY, TEXAS:

That the Board of Trustees by and through its Chairman and Secretary of San Jacinto Community College District, and/or Chancellor and/or Vice Chancellor of San Jacinto Community College District shall execute an Order calling for general elections for Trustees on May 3, 2025, and enter into Election and Interlocal Agreements to conduct said election or joint elections and any runoff, if necessary.

PASSED AND APPROVED on January 27, 2025.

ATTEST:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

**By: _____
Secretary, Board of Trustees**

**By: _____
Chairperson, Board of Trustees**

**ORDER FOR ELECTIONS OF TRUSTEES FOR THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

An election is hereby ordered to be held on May 3, 2025, for the purpose of filling the San Jacinto Community College District Board of Trustees Position No. Three (3) and Position No. Four (4), each of which is a six-year term.

Applications for a place on the ballot shall be filed by 5:00 p.m. on February 14, 2025. Drawing by lot for place on the ballot by the candidate or their representatives is scheduled for 11:00 a.m. on February 24, 2025, in Room 200 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, TX 77504.

The locations, dates, and times for early voting in this election are determined by the Harris County Elections Administrator and are set forth in Exhibit A which is attached and included by reference as a part of this Order for all purposes. Should the Harris County Elections Administrator’s Office revise the locations, dates, and/or times for early voting, San Jacinto Community College will revise Exhibit A accordingly.

The early voting clerk’s mailing address to which applications for ballot by mail shall be mailed to is:

Taneshia E. Hudspeth
1001 Preston St, 4th floor Rm 439 Houston, TX 77002 or
Harris County Clerk
P.O. Box 1148
Houston, TX 77251-1148

An application for ballot by mail must be received no later than the close of business on May 3, 2025.

Issued this the 27th day of January 2025.

PASSED AND APPROVED on January 27, 2025.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Secretary, Board of Trustees

By: _____
Chairperson, Board of Trustees

Attachment 3

EXHIBIT A

The main early voting by personal appearance will begin April 22, 2025, and end April 29, 2025, at:

Harris County Administration Building Conference Room (4th floor)
1001 Preston Street
Houston, TX 77002
Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m.

Location and hours are subject to change.

*Please visit <https://www.sanjac.edu/about/board-trustees/board-election>
or <https://www.harrisvotes.com/PollLocations> for the most current information regarding all polling
locations for San Jacinto Community College District Board of Trustees election. Information
regarding polling sites may also be obtained by emailing elections@sjcd.edu.*

**ORDEN DE ELECCIÓN DE SÍNDICOS PARA EL
DISTRITO DE SAN JACINTO COMMUNITY COLLEGE**

Por la presente se ordena la celebración de una elección el 3 de mayo de 2025, con el propósito de cubrir las Posiciones Nro. Cuatro (4) y la Posición Nro. Cinco (5) Síndicos del Distrito de San Jacinto Community College, cada una de ellas por un mandato de seis años.

Las solicitudes para un lugar en la boleta de votación deberán presentarse antes de las 5:00 p.m. del 14 de febrero de 2025. El sorteo para el lugar en la boleta por el candidato o sus representantes está programado para las 10:00 a.m. del 24 de febrero de 2025 en la Sala 200 del Edificio Administrativo del Distrito Thomas S. Sewell, 4624 Fairmont Parkway, Pasadena, TX 77504.

Los lugares, fechas y horarios para la votación anticipada en esta elección son determinados por el Administradora del Condado de Harris y se indican en el Anexo A que se adjunta e incluye por referencia como parte de esta Orden para todos los fines. La Oficina del Administradora del Condado de Harris actualizará las ubicaciones, fechas y/u horarios de la votación anticipada, lo que se reflejará en <https://www.harrisvotes.com/PollLocations>.

La dirección postal del oficial de votación anticipada a la que deben enviarse las solicitudes de boletas para votar por correo es:

Taneshia E. Hudspeth
1001 Preston St., 4th floor Rm 439 Houston, TX 77002 or
Harris County Clerk
P.O. Box 1148
Houston, TX 77251-1148

Las solicitudes de boletas para votar por correo deben recibirse antes del cierre del horario de oficina el 3 de mayo de 2025.

Emitida el 27 de enero de 2025.

ACEPTADA Y APROBADA el 1 de febrero de 2021.

ATESTIGUA: DISTRITO DE SAN JACINTO COMMUNITY COLLEGE

Por: _____
Secretario de la Junta de Síndicos

Por: _____
Presidente de la Junta de Síndicos

Attachment 5

ANEXO A

La votación anticipada principal en persona comenzará el 22 de abril de 2025 y finalizará el 29 de abril de 2025.

Harris County Administration Building Conference Room (4to piso)
1001 Preston Street
Houston, TX 77002

Lunes – viernes entre las 8:00 a.m. y las 5:00 p.m.

Los lugares y horarios están sujetos a cambio.

Por favor visite <https://www.sanjac.edu/about/board-trustees/board-election> o <https://www.harrisvotes.com/PollLocations>

para información más actualizada sobre los lugares de votación de la elección de Síndicos del Distrito de San Jacinto Community College. También puede obtenerse información sobre los lugares de votación enviando un correo electrónico a elections@sjcd.edu.

Action Item “XI”
Regular Board Meeting January 27, 2025
Consideration of Adoption of Authorized Broker/Dealer List

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the Authorized Broker/Dealer List.

BACKGROUND

The Investment Policy of San Jacinto College requires that the Board of Trustees annually review and adopt the list of approved broker/dealers with which the College is authorized to transact investment activity. Primary dealers are banks or securities broker/dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase US Treasury securities and resell them to the public and other brokerage firms, often at an advantageous price.

Request for qualifications #22-14 and #22-23 were issued in November and December 2021, respectively, to procure investment broker/dealer services. At the January 31, 2022, meeting, the Board of Trustees approved contracts with FHN Financial, Mischler Financial, Multi-Bank Securities., Inc and Rice Securities, LLC to provide these services beginning February 15, 2022, with renewal options of four one-year terms. These firms have performed well, and the College plans to renew their contracts for an additional year, utilizing renewal option three of four one-year terms.

IMPACT OF THIS ACTION

Any securities purchased for the College’s investment portfolio will be purchased through a competitive bid process. Approval of the Authorized Broker/Dealer List will enhance competition as the College solicits prices for security purchases.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College does not pay the firms directly for their services as their fees are incorporated into the security transactions with which they are involved.

MONITORING AND REPORTING TIMELINE

Monthly investment reports are included in the Board materials for review.

ATTACHMENTS

Attachment 1 – Authorized Broker/Dealer List

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Attachment 1

San Jacinto Community College
Authorized Broker/Dealer List

February 15, 2025 – February 14, 2026

The authorized broker/dealer list for San Jacinto Community College is shown below. Each of these firms, and the individual broker responsible for the account, acknowledge the current Investment Policy of the College. An updated copy of the Investment Policy is provided to each broker/dealer annually.

The College's Investment Policy establishes specific criteria for the broker/dealers and requires that the list of broker/dealers be approved annually by the Board of Trustees. The College recommends that the current list of broker/dealers be approved for the period indicated above:

FHN Financial
Mischler Financial
Multi-Bank Securities, Inc
Rice Securities, LLC

Action Item “XII”
Regular Board Meeting January 27, 2025

Consideration of Approval of Memorandum of Understanding with Clear Creek ISD for a Pathways to Technology Early College High School (“PTECH”) Dual Credit Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Clear Creek ISD (CCISD) for a Pathways to Technology Early College High School (“PTECH”) dual credit program.

BACKGROUND

CCISD approached San Jacinto College to establish the Clear Horizons PTECH program which combines high school courses and college-level courses during grades 9-12. This program provides for students to complete high school diplomas in addition to STEM-focused industry-based certifications, Level 1 or 2 certificates, and/or associate degrees while engaging in work-based learning at every grade level. The Clear Horizons PTECH program will be housed at the San Jacinto College South Campus with the current CCISD Clear Horizons Early College High School.

The Clear Horizons PTECH will focus on industry-based credentials in the health science areas including electrocardiogram (EKG) technician, certified nursing assistant, phlebotomist, and patient care technician. The PTECH model requires a close relationship to an industry partner, and HCA Clear Lake is the key partner for the Clear Horizons PTECH.

Recruiting and marketing for the new Clear Horizons PTECH will begin this spring with the goal to host the first 30 students to the program in Fall 2025. The program intends to add 30 students per year for the next four years. The administration at the San Jacinto College South Campus are confident they can accommodate this enrollment with the current facilities and staffing.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOU will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, to be included or referenced in the MOU.

IMPACT OF THIS ACTION

Approval of this MOU will allow the College and CCISD to establish the Clear Horizons PTECH at the San Jacinto College South Campus.

BUDGET INFORMATION

All elements related to the operation of the dual credit programs are contained within the current budget. Limited budget and staffing increases are expected during the term of the agreement.

Action Item “XII”
Regular Board Meeting January 27, 2025

**Consideration of Approval of Memorandum of Understanding with Clear Creek ISD for a
Pathways to Technology Early College High School (“PTECH”) Dual Credit Program**

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through August 1, 2028.

ATTACHMENTS

Attachment 1 - Draft MOU

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Aaron Knight	281-998-6150 x3204	aaron.knight@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-998-6150 x7653	sonia.townsend@sjcd.edu



P-TECH MEMORANDUM OF UNDERSTANDING

San Jacinto College and Clear Creek Independent School District

This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Clear Creek Independent School District**, a public school district established by law and political subdivision of the State of Texas ("ISD" or "District") as of the date the second of the Parties executes this Agreement ("Effective Date"). Individually, SJCCD or Clear Creek ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **August 1, 2028** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") and the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19, Texas Administrative Code § 4.84(c)(11) for dual credit partnerships between public school districts and Texas public institutions of higher education.

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with public school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the partnership between Clear Creek ISD and San Jacinto Community College District to establish a Pathways to Technology Early College High School ("PTECH") dual credit program. This PTECH dual credit program complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for

ECHS/PTECH programs and dual credit partnerships between secondary schools and Texas public colleges to offer ECHS programs and dual credit courses and programs to qualified students. The term ‘partnership’ as used in this Agreement refers to the early college high school and dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student’s high school curriculum requirements and college-level credit and, for qualifying students, to combine high school courses and college-level courses during grades 9-12 and complete the students’ high school diplomas in addition to STEM focused industry-based certifications, Level 1 or 2 certificates, and/or an associate degree while engaging in work-based learning at every grade level. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the operation of the P-Tech program with the South campus.

IV. NON-DISCRIMINATION

The College and the District are committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the College or the District on the basis of the categories listed.

For more information on the College’s non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, <https://www.ccisd.net/policy>

The District will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel or student matter.

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

V. APPLICABLE LAW

Both Parties agree to perform their respective obligations and operate a PTECH program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

VI. PURPOSE

San Jacinto College and Clear Creek ISD have a long-standing partnership focused on enhancing educational opportunities for students. This collaboration has seen significant success with the Early College High School (ECHS) program, which allows students to earn college credits while completing their high school education¹. Building on this success, both institutions are now looking to expand opportunities by introducing the Pathways in Technology Early College High School (P-TECH) program. This initiative aims to provide students with the skills and credentials needed for high-demand careers, further strengthening the educational and professional prospects for the community. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the operation of a PTECH Academy which is an Early College High School

(ECHS). The PTECH provides concurrent enrollment for dual credit to students who are least likely to attend college, at risk of dropping out of school, who wish to accelerate completion of the high school program, and who might not otherwise go to college. The PTECH program will offer courses to qualifying students that combine high school courses and college-level courses during grades 9-12 and allow students to complete their high school diplomas in addition to STEM focused industry-based certifications, Level 1 or 2 certificates, and/or an associate degree while engaging in work-based learning at every grade level. The Clear Horizons PTECH will focus on Industry based certifications: EKG, CNA, Phlebotomy, Patient Care Technician, and Associate Degrees. Students must be 18 years of age to enroll in phlebotomy.

This Agreement encompasses all programs and initiatives under the PTECH Academy and dual credit program as required by Applicable Law including student learning and support programs. The PTECH Academy will enroll approximately 30 students in grade 9 on a yearly basis, with a maximum enrollment not to exceed 120 students in grades 9-12. Students will attend all classes on the SJCCD South Campus.

VII. GOVERNANCE AND ORGANIZATION

- a) The PTECH will establish a leadership team that includes high-level personnel from the school district, campus, business/industry, and institution of higher education (IHE) with decision-making authority who meet regularly and report to each organization. Members of the Leadership Team will include at least 6 representatives from the District including the following or similar positions: Superintendent, Deputy Superintendent or designee responsible for P-TECH design or curriculum decisions, P-TECH Academy Principal, Executive Director of Innovative Programs, School-business partners, CTE Director and/or Work-based Learning Coordinator, P-TECH Counselor, Coordinator of Dual Credit, and/or Parent representative. Members of the Leadership Team will include at least the following 6 SJCCD representatives: President and Deputy Chancellor, Associate Vice Chancellor for Student Services, the Dean of Dual Credit Partnerships, the Director of Dual Credit, the Coordinator of Dual Credit, and the campus Provost. Other appropriate SJCCD campus and district personnel, as determined by SJCCD and the district, may be included. The Leadership Team will meet at least annually and as needed.
- b) The Leadership Team will be charged with the overall oversight of the PTECH including the development of long-term strategic priorities for the P-TECH program along with a work plan for how to achieve programmatic goals in coordination with district and campus improvement planning. Its responsibilities will also include:
 1. Establish and maintain the role each member will play in the design, governance, operations, accountability, curriculum development, professional development, outreach, sustainability, and continuous monitoring and improvement of the P-TECH.
 2. Collectively develop an MOU and review annually for necessary revisions.
 3. Share responsibility (between the school district, business/industry partners, and the IHE) for meeting annual outcomes-based measures and providing annual reports to their district and IHE boards, as well as to the public.
 4. Monitor progress on meeting the Blueprint design elements, including reviewing formative data to ensure the P-TECH is on-track to meet outcomes-based measures.
 5. Guide mid-course corrections as needed.

- c) The P-TECH shall establish an Advisory Board that meets regularly and includes representatives from a variety of stakeholders such as school board, community, economic development partners, relevant industry subject matter experts for program pathways, and the IHE to provide support and guidance to the P-TECH in resource acquisition, curriculum development, work-based learning, and student/community outreach to ensure a successful academic and career pipeline.
- d) SJCCD will provide a representative to participate in the process of hiring the PTECH Principal, who shall be an employee of the District. The District will provide a representative to participate in the process of hiring the SJCCD Dual Credit Director, who shall be an SJCCD employee. The Dual Credit Director shall serve as SJCCD Liaison with the District as it relates to the PTECH and will cooperate with and facilitate communication between the District and SJCCD. The Dual Credit Director will meet with the PTECH Principal, on-site administrator (if other than the PTECH Principal), and other representatives as may be needed to support the PTECH.
- e) Except for building use policies or as otherwise set forth in this Agreement or required by Applicable Law, policies and procedures relating to the high school portion of the Program and PTECH shall be governed by District policies and regulations. The building use policies and all policies relating to the college courses and services portion of the Program and PTECH shall be governed by the SJCCD policies and procedures. The PTECH Principal will have decision-making authority in matters of budgeting, staffing for non-college level courses, scheduling, student assessment for non-college level courses and requirements, curriculum for non-college level courses, and professional development in congruence with District policy and PTECH procedures. SJCCD, in cooperation with the PTECH Principal, shall be responsible for assessing participating students for readiness for college-level courses and for developing and implementing an evaluation process for measuring the effectiveness of the Program. The Program courses will be the same college-level courses offered by SJCCD to non- Program students. SJCCD shall be responsible for selecting instructors for college-level courses in accordance with SJCCD faculty credentialing and other requirements, Applicable Law, and SJCCD policies and regulations for supervising instructors of college-level courses.
- f) SJCCD will provide classroom and other space for the PTECH Program at the PTECH Facility as indicated. The District will support the PTECH day-to-day operational costs, including the District's administrative and staff salaries, transportation, and other school-related expenditures

VIII. ELIGIBLE COURSES

- a) The Program will include courses that enable participating students the opportunity to complete high school graduation requirements in addition to STEM-focused industry-based certifications, Level 1 or 2 certificates, and/or an associate degree while engaging in work-based learning at every grade level. The Crosswalk (as hereinafter defined) will provide pathways to postsecondary credentials. The Parties acknowledge that some of the Program courses will be for high school credit only but are designed to prepare the student for the dual credit college courses to achieve the purposes of the Program. Any courses offered at the PTECH for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the LDACGM adopted by the

THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of WECM adopted by the THECB, or a foreign language course.

- b) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein. Additional updates to the crosswalk in Appendix B will be made available on the District's and SJCCD's websites.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

IX. STUDENT ELIGIBILITY REQUIREMENTS

- a) The District will identify, recruit, and enroll subpopulations in the PTECH that are historically underrepresented in college courses with a focus on at-risk students, historically underserved populations, and first-generation college students. The PTECH will coordinate with feeder middle school(s) within the ISD attendance zone and SJCCD to offer recruitment activities that could include but are not limited to informational assemblies, student/parent meetings, and/or targeted bi-lingual literature. Information on the recruitment and enrollment process and current recruitment activities can be found on the ISD PTECH website.
- b) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.
- c) The PTECH is open enrollment and will use a lottery system to select students to ensure that students have an equal opportunity for acceptance.
- d) To be eligible for PTECH dual credit enrollment at SJCCD, the high school student must attend school full time in the District and must:
 - 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
 - 2. Must meet PTECH dual credit admissions and eligibility requirements as required by Applicable Law, including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores, exemptions, or waivers as established by the THECB.
 - 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.

- e) Beginning June 2023, PTECH students taking the Texas Success Initiative Assessment 2.0 (TSIA2) at SJCCD will not be charged for up to 5 attempts on each section of the TSIA2. The ISD will be charged for any additional testing attempts provided to PTECH students by the college at the current SJCCD Board-approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.

X. PTECH FACILITIES

- a) Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students and employees of the PTECH Program reasonable access to all the SJCCD designated campus buildings, including the student center, for meetings, socialization, and cultural events sponsored by and/or associated with the PTECH. Access for facilities, services, and resources will be addressed by the PTECH Steering Committee and SJCCD Dual Credit Office.
- b) Maintenance and operation of SJCCD facilities and campuses is the responsibility of SJCCD and SJCCD personnel. This includes but is not limited to operation, inspection and repair of utilities systems, lights, air conditioning, plumbing, elevators, fire alarm, access control, sidewalks, parking lots, campus and facilities signage, painting, pest management, grounds management, custodial services, and technology infrastructure.
- c) SJCCD retains the responsibility for assuring compliance with applicable codes, laws, and standards and will carry out tests and services on SJCCD facilities systems to ensure that compliance.
- d) College facilities will be unavailable for occupancy on those days specified in the SJCCD academic calendar under “Facilities and/or Utilities Systems Maintenance.” Exceptions to these dates must be discussed with the Dual Credit Director at the start of the semester.
- e) PTECH students will have a District and a SJCCD identification card, which will give them access to SJCCD facilities and resources available to all students enrolled at SJCCD.
- f) Visitors and guests to PTECH facilities will follow District guidelines for visitors including checking in through the main high school reception area and undergoing a safety check.

XI. TRANSPORTATION

SJCCD will not provide student transportation. The District will provide students appropriate transportation under State law and District rules and procedures and will cover the cost of the transportation. The District agrees to schedule appropriate transportation to ensure arrival at the College’s campus early enough to allow students to be on time for class. The District will provide students with appropriate transportation on days that constitute holidays or days off for the District when the College is open and operating classes.

XII. STUDENT COMPOSITION OF CLASS

PTECH students enrolled in SJCCD college-level courses may attend classes composed of only PTECH students or may attend classes with regular SJCCD students enrolled in that college-level class. Dual credit classes offered through and for the PTECH will have a student minimum enrollment that is comparable to the minimum enrollment requirement of non-designated dual credit courses offered at SJCCD.

XIII. FACULTY SELECTION, SUPERVISION, AND EVALUATION

- a) The District shall select, hire, supervise, and evaluate all high school instructors who teach PTECH high school courses according to District policies and procedures. All PTECH instructors must meet state certification requirements in their subject area to teach in the state of Texas and be designated as highly qualified.
- b) The College shall select, hire, supervise, and evaluate all instructors of PTECH dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- c) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- d) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- e) Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the PTECH.
- f) Payment for any high school faculty teaching college courses at the high school during their regular work day will be paid to the ISD at a rate approved by the Board of Trustees. The ISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students.
- g) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the PTECH Principal and the SJCCD Liaison when appropriate.
- h) Required professional development and activities for high school faculty teaching college courses includes:
 - a. Attendance at SJCCD departmental meetings.
 - b. Attendance at New Faculty Orientation as part of the new hire process.
 - c. Completion of new faculty training during new hire process.
 - d. Completion of mandatory SJCCD annual compliance training.
 - e. Completion of course evaluation or assessment.
 - f. Classroom observations or meetings with the department chair.

XIV. COURSE CURRICULUM, INSTRUCTION AND GRADING

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction;

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grading policy; instructor’s office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.

- c) All faculty teaching dual credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0
WL		Withdrawal, included in 6 drop limit	0

- d) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member’s responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- e) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- f) Final grades shall be submitted by the College to the District’s high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- g) Midterm grades shall be submitted by the College to the District’s high school in which the student is enrolled through the secure online dual credit dashboard or through a secure spreadsheet. The midterm grade sent to the District from the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- h) SJCCD only records letter grades for college coursework. The District will provide an SJCCD letter grade to high school numerical/letter grade conversion scale in the high school course handbook.
- i) The District will be responsible for providing textbooks, equipment, and supplemental materials required for classes at no cost to the student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with the success of students enrolled in the Program, the District shall make available to each student the required textbooks

and materials on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

- j) The PTECH courses will adhere to the grading periods and policies of SJCCD for dual credit courses, and students will adhere to SJCCD's academic standing policies including academic warning, probation, and suspension.
- k) The District and SJCCD will develop an articulated four-year course of study plan (grades 9-12) that meets the requirements of Applicable Law, provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college-level classes during grades 11 and 12, and represents high levels of rigor, acceleration, and support. SJCCD and the District will collaborate to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment.
- l) PTECH students may be able to earn their high school diploma within a four-year time frame as well as Healthcare-focused industry-based certifications, Level 1 or 2 certificates, and/or an associate degree while engaging in work-based learning at every grade level. PTECH students may also be able to earn the Distinguished Level of Achievement diploma or graduate with any of the five (5) options for endorsements in accordance with Applicable Law.
- m) The District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills and other Applicable Law and that the PTECH students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. The District will be responsible for monitoring and ensuring the quality of instruction for the high school credit courses offered at the PTECH.
- n) PTECH students must meet all the regular prerequisites for any college-level course. SJCCD will assess each student for readiness to engage in any college-level course.

XV. ATTENDANCE/CALENDAR

- a) PTECH Program classes will align with the College Academic Calendar including SJCCD student holidays. PTECH students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) The instructional calendar for the high school portion of the PTECH will be based on the District's calendar and comply with all related TEA regulations for attendance. The District will adjust its schedule if necessary to enable the PTECH students to enroll in and attend the college-level courses provided by SJCCD. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the PTECH calendar may vary from that of the District in order to best fit the needs of students and reasonably interrelate with the SJCCD academic calendar.
- c) College courses and exams should take reasonable priority over District activities. All students enrolled in the PTECH are responsible for notifying their college instructor if they are missing any

classes and must follow course policies on syllabus concerning attendance.

- d) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet scheduling needs of the District.
- e) Students must report regularly and promptly to dual credit Program courses to ensure success. SJCCD will notify the District if they become aware that a student has accumulated excessive absences so that support can be provided. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- f) The Parties shall comply with Applicable Law in crediting attendance in the Program courses.
- g) All PTECH students are required to participate in required state, national and federal assessments, which will be administered by the PTECH staff (TEC, Subchapter B, Chapter 39). SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that PTECH students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

XVI. WITHDRAWAL FROM COLLEGE COURSES

- a) Students enrolled in the PTECH Dual Credit Program who desire to withdraw from college courses must speak with the SJCCD Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a dual credit PTECH student from withdrawing from a college course.

XVII. TRANSCRIPTION OF CREDIT

Grades for college courses will be transcribed upon successful completion of the College's end of term processing following the College's academic calendar.

XVIII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.

- b) Data obtained by either Party will be used solely for the purposes of performing that Party's obligations and as otherwise set forth in this Agreement. The College and the District shall comply with the requirements of the FERPA and its implementing regulations; and shall provide all safeguards for the protection of the confidentiality of student and parent data. Each Party will notify its designated individuals who are authorized to access individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless required or authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.
- g) In addition to any other reports to which the Parties have agreed or other reporting requirements expressly set forth herein, the Parties will cooperate on the preparation and submission of the annual and other reports on the progress of the PTECH to be submitted to TEA and as may be required by the THECB. The reports will be provided to each Party and others as deemed appropriate. Data regarding student progress and success will be collected and shared as deemed appropriate.
- h) Data regarding student designation or participation in free and reduced lunch programs at the District will be collected and shared as deemed appropriate and as required for the implementation of the Financial Aid for Swift Transfer (FAST) program including the student's Public Education Information Management System (PEIMS) Identifier and Texas Student Data System (TSDS) ID.

XIX. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

- a) Students enrolled in the PTECH Program are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not be applicable to the PTECH student such as College meal plans and mental health counseling.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to the PTECH dual

credit students enrolled in the Program.

- c) The District will post information and a link to the SJCCD Dual Credit website on the District website. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The District will assign a specific counselor to the PTECH to provide both academic and counseling support. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The Educational Planner in the Dual Credit Office offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by the District and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the District web site and the SJCCD Dual Credit web page.
- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. If the PTECH class is taught by SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty, the District's high school will be responsible for providing the classroom accommodations.
 - h) The District and College provide informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the District. The District and College disseminate the most current dual credit and PTECH information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.
- i) The District will provide a bridge program (an intensive academic preparation program that provides opportunities to strengthen academic skills necessary for high school, college readiness, and career readiness) to prepare students for the TSIA and provide academic interventions for those who do not pass the TSIA. The bridge program may also serve to support student transition from middle school to the PTECH program.

XX. STUDENT CONDUCT

- a) Students enrolled in the PTECH are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any PTECH Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the PTECH Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by PTECH students against ISD or SJCCD properties must be reported to or shared with Office of Students Rights and Responsibilities or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XXI. ACCIDENTS/EMERGENCIES

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any PTECH student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating or that may pose a threat to the safety and welfare of the SJCCD college community. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on the College's property, the policies and procedures of SJCCD related building use, emergency response, and safety shall apply, to the extent applicable. While on the District's property, the policies and procedures of District related building use, emergency response, and safety shall apply to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

XXII. CONCEALED HANDGUN NOTICE

Pursuant to Texas Senate Bill 11 (2019 Regular Session of the Legislature), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College including the areas designated for the PTECH. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

XXIII. FUNDING

- a) State funding for dual credit courses is available to both the District and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in the PTECH will not be directly charged for costs associated with the Program for tuition and fees, textbooks, administration of a college placement exam, or fees required by SJCCD for other students enrolled in SJCCD.
- c) SJCCD has adopted the Financial Aid for Swift Transfer (FAST) program as recently established under House Bill 8 during the regular 2023 Texas legislative session and as implemented by the Texas Higher Education Coordinating Board. The ISD agrees to participate in the FAST program.
- d) Participation in the FAST program includes that FAST-eligible dual credit students may not pay for any component of their educational costs as defined by the FAST program funding policy.
- e) Students are eligible to participate in the FAST program after qualifying for the Free and Reduced Lunch program as outlined by the USDA Food and Nutrition Service at any time during the previous four years, and when qualified may not pay any portion of tuition, fees, course materials or other charges.
- f) PTECH Students enrolled in college courses at SJCCD campuses or will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 75% of tuition and fees for out-of-state students. The College will apply the FAST discount for the remaining percent of tuition for all students who qualify for FAST. The remaining percent of the tuition for non-FAST students will be paid by the ISD. Any fees shall be paid by the ISD and may not be paid by a FAST-eligible student. The College's Board of Trustees reserves the right to adjust tuition and fees or waivers as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition, fees, or waivers being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- g) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and

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secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45 days of the billing date:

San Jacinto Community College District
Attn: Accts. Receivable
4624 Fairmont Parkway Ste. A2-214
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Morgan West morgan.west@sjcd.edu 281-991-2665

Secondary: Esmeralda Parrales esmeralda.parrales@sjcd.edu 281-998-6145

Clear Creek ISD
Attn: Accts. Receivable
2425 East Main St.
League City, TX 77573

ISD Invoicing Contact:

Primary: April Tidwell aetidwell@ccisd.net, 281-929-4629

Secondary: Melissa Rivera mriveira@ccisd.net 281-669-4701

- h) Physical Education is not part of the Associate Degree plan but may be part of the high school graduation requirements. ECHS students will enroll in SJCCD PHED courses to meet their high school graduation requirements in Physical Education. Because PHED courses are not required for a degree at SJCCD, the dual credit tuition waiver will not apply to the tuition for these courses and the District will pay the full-price of tuition for any PTECH students taking these courses at the appropriate tuition rate based on each student's residency status.
- i) The Industry – Based Certifications: EKG, Phlebotomy, and Patient Care Technician are not eligible for FAST funding. Clear Creek ISD will be responsible for paying all tuition fees and books for the students in these programs.
- j) The costs for textbooks and/or materials for PTECH courses shall be the responsibility of the District not SJCCD. The District will incur all charges associated with books, supplies, and course materials for FAST students as defined in the FAST program funding policy. The District will cover the expense of all learning materials and other charges for students enrolled in SJCCD courses offered for dual credit who do not qualify for FAST. The required supplies will be available to students before the first day of class and should be purchased before classes start to help facilitate student success.
- k) The District not SJCCD, will be responsible for costs associated with students re-taking a class.
- l) Students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan will pay tuition and fees at the rate assigned to dual credit students not enrolled in the PTECH while they are considered dual credit students.

XXIV. PROGRAM GOALS

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A. Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

XXV. LIABILITY; INSURANCE

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively "College Parties") from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively "District Parties"). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.
- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

XXVI. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any District students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term "Exigent Circumstances" shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-

Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least forty-five (45) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

- d) Discontinuance of PTECH. The District and SJCCD agree to comply with the requirements of Applicable Law for discontinuing operations of the PTECH. During the teach-out period transitioning from full operation to the discontinued program, SJCCD and the District will continue to meet all of the required elements of a pathways to technology early college high school program and provide full support for all students enrolled in the PTECH. During the teach-out period, no new or additional students will be enrolled in the PTECH in grades that have been phased out. If the PTECH has only ninth and/or ninth and tenth grade cohorts, the Program will be closed down at the end of the school year in which the decision is made to discontinue operations. If the PTECH has eleventh and/or eleventh and twelfth grade cohorts, operation will continue through the graduation date for the eleventh-grade cohort. During this time, services may continue to be offered for enrolled ninth and tenth grade students through scheduled graduation for the cohort(s); however, a continuation of services is not required.

XXVII. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or the District, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or the District. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the early college high school and dual credit Program between the Parties and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state of Texas, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic

signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

XXVIII. CONTACT INFORMATION

- a) San Jacinto College South
13735 Beamer Road
Houston, TX 77089
Sonia Townsend, Dean Dual Credit Partnerships
Sonia.townsend@sjcd.edu
281-998-6150 X7653
- b) Clear Creek ISD / CHECHS
13735 Beamer Road
Houston, TX 77089
April Tidwell, CHECHS Principal
Aetidwell@ccisd.net
281-929-4657

Executed as of the Effective Date:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____

Date: _____

Dr. Brenda Hellyer, Chancellor

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT

By: _____

Date: _____

Dr. Karen Engle, Superintendent

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Clear Creek Independent School District.

Program Goals

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation:</p> <ul style="list-style-type: none"> • Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits and cost • ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies. • Hosting dual credit 101 sessions for high school counselors • Collaboration between ISDs and IHE partner(s) on a marketing campaign • Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted. 	<p>Goal 1: The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> • Parent Night and Student Presentations • Website and associated College documents updated often to reflect policies, rules, and financial policies • College staff presentations to ISD School Boards, as requested • Dual credit director and administrators meet with ISD administrators about dual credit programming • SJCCD dual credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools • SJCCD dual credit office maintains a record of visits and activities
<p>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school • Time to degree completion • Semester credit hours to degree • Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population. 	<p>Goal 2: The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age • Time to degree completion tracked through internal data • Semester credit hours to degree tracked through internal data • Analysis of measures in enrollment in

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	<p>persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data</p> <ul style="list-style-type: none"> • Dual credit office performs transcript audits to determine hours to degree and graduation options • Dual credit office performs student advising with dual credit high school students per THECB rules
<p>Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school • Time to degree completion • Decrease in excess number of semester hours beyond required hours to degree completion • Analysis of measures in enrollment and degree completion, disaggregated by student sub-population. 	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD • Using transcripts and testing, the Dual credit office determines dual credit student college readiness, according to the methodologies set forth in statute and THECB policies • SJCCD offers online test preparation through the PAA which is available to all dual credit students • In order to decrease the excess hours to completion, the Dual credit office creates a program completion plan for each student and maintains these in Degreeworks; dual credit students are tracked according to standard College processes • SJCCD provides student support services for all dual credit students, as do the ISDs
<p>Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Analysis of performance in subsequent course work. 	<p>Goal 4: The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> • SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. • SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.

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- SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.

Appendix B

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Independent School District as of the agreed upon Effective Date. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

Crosswalk of Clear Creek ISD Courses and SJCCD Courses

Appendix C

School District Title IX Investigator/Coordinator

As stated above, **Clear Creek** Independent School District (“District”) will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for SJCCD Office of Human Resources. The District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter. Any capitalized terms not otherwise defined in this Appendix shall have the meaning set forth in the Agreement between the Parties.

The District Liaison contact information is as follows:

District Name:

High School Name:

Liaison’s Name:

Position Title:

Contact Phone Number:

Email:

Appendix D - PTECH

This Appendix D is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the **Clear Creek** Independent School District.

The TEA Pathways in Technology Early College High School (PTECH) Blueprint provides foundational principles and standards for innovative partnerships with colleges, universities, and industry. The PTECH Blueprint contains mandatory design elements and requirements for meeting outcomes-based measures on data indicators related to access, attainment, and achievement that must be met annually. More information can be found at https://tea.texas.gov/system/files/p-tech-blueprint-public-comment-2023_0.pdf and on the Clear Creek **ISD** website.

Benchmark 1: School Design

The Pathways in Technology Early College High School (P-TECH) shall establish school structures and policies, regularly convene leadership teams, and ensure adequate staff capacity for the successful implementation and sustainability of the P-TECH program.

1. Student Cost: The P-TECH program shall be offered at no cost to students.
2. School Location: The P-TECH location shall be a. on a college or university campus; or b. in a high school—as a standalone high school campus or in a smaller learning community within a larger high school; or c. at a central location, such as a CTE center. The central location is not the home campus where students are enrolled.
3. Student Cohorts: P-TECH students shall be placed in a cohort for core classes to the extent possible; this does not exclude non-P-TECH students from enrolling in the same class.
4. Flexible Scheduling: The P-TECH program shall provide flexible, individualized scheduling that allows students the opportunity to earn a high school diploma and enables a student to combine high school courses and college-level courses with the goal of earning industry-based certifications, certificates, and/or an associate degree, and engage in appropriate work-based learning at every grade level.
5. TSIA Testing Site: The P-TECH shall be a TSI assessment site or is in the process of becoming a TSI assessment site. The P-TECH shall provide opportunities throughout the year for students to take the TSI assessment.
6. Leadership Team Strategic Priorities: The P-TECH shall establish a leadership team that includes high-level personnel from the school district, campus, industry/business, and IHE with decision-making authority who meet regularly and report to each organization. The leadership team shall develop long-term strategic priorities for the P-TECH program along with a work plan for how to achieve programmatic goals in coordination with district and campus improvement planning.
7. Leadership Team Key Roles: The leadership team shall include leaders from the district, campus, industry/business partner, and IHE who have decision-making authority to execute changes toward this end.
8. P-TECH Staff: P-TECH staff shall include the following: a. A P-TECH leader who has authority over course and instructor scheduling, staff and faculty hiring, and budget development b. An IHE liaison with decision-making authority who interacts directly and frequently (in-person or virtually) with the P-TECH leader c. A business/industry partner liaison with decision making authority who interacts directly and frequently (in person or virtually) with P-TECH leader and

the dual credit provider. d. Highly qualified P-TECH teachers who work directly with the P-TECH students, which may include high school faculty who must meet faculty requirements that are set by the regional accrediting association of the community college and/or university to teach college-level courses, instructors for virtual college courses, and instructors for Advanced Placement and International Baccalaureate courses. e. Advising staff who may be provided by, or shared with, the IHE partner who support the P-TECH students through activities such as coordinating with the IHE for registration, monitoring of students' high school and college transcripts, monitoring of high school and college courses to ensure programmatic requirements for both the high school and the partnering institution are met, and who plan for future credentials and career entry.

9. P-TECH Staff Professional Development: The P-TECH shall implement an annual professional development plan (i.e, calendar of events/ activities) for teachers and staff, focused on research-based instructional strategies for increasing rigor and college- and career-readiness, that is based on needs assessment of student data, and includes both high school and dual credit teachers.
10. Sustainability Structures: Sustainability structures shall be identified and implemented to address and minimize the challenges of staff turnover and potential fluctuations in funding.
11. Advisory Board: The P-TECH shall establish an Advisory Board that meets regularly and includes representatives from a variety of stakeholders such as school board, community, economic development partners, relevant industry subject matter experts for program pathways, and the IHE to provide support and guidance to the PTECH in resource acquisition, curriculum development, work-based learning, and student/community outreach to ensure a successful academic and career pipeline.

Benchmark 2: Partnership Agreement

The Pathways in Technology Early High School (P-TECH) must have a current, signed memorandum of understanding (MOU) or interlocal agreement (ILA) with each Institution of Higher Education (IHE). The P-TECH must also have a current and signed agreement with each business/industry partner. Both agreements must respectively outline key issues related to the planning, implementation, and sustainability of the P-TECH program. Stakeholders shall review the MOUs and agreements annually. The agreements shall include the components described in the Design Elements below:

1. Goal of Higher Education Partnership: The MOU or ILA shall include the goal of the P-TECH and IHE partnership and a description of how the goals of the dual credit program align to the Texas Statewide Dual Credit Goals.
2. Roles and Responsibilities: The MOU or ILA shall include the respective roles and responsibilities for the campus/LEA and IHE in providing for and ensuring the quality and instructional rigor of the dual credit program.
3. Funding: The MOU or ILA shall identify how costs will be shared, including for the following: a. Dual credit courses offered through the program b. Instructional materials to be used and textbook adoption c. Transportation costs and fees d. Eligibility of P-TECH students for financial assistance from the higher education partner(s), specifically, waivers for tuition and fees
4. Academic Plan: The MOU or ILA shall articulate the academic plan, including the following: a. Courses of study that enable a student to combine high school courses and college level courses with the goal to earn an associate degree or up to 60 semester credit hours toward a

- baccalaureate degree. b. Curriculum alignment for each degree plan with a course equivalency crosswalk equating high school courses with college courses and the number of credits that may be earned for each course completed through the dual credit program. c. Transferable and applicable college credits earned during high school.
5. Transcription of Credit: The MOU or ILA shall include components that enhance transcription of credit, including the following: a. Assurances that the IHE will transcribe college credit earned through dual credit in the same semester that credit is earned b. Assurances that the P-TECH will adhere to the grading periods and policies of the IHE for dual credit and college courses, including academic probation.
 6. Course Delivery and Scheduling: The MOU or ILA shall articulate course delivery and scheduling including the following: a. The instructional calendar, including location of each course that will be offered b. Assurances that P-TECH students are treated as dual credit students until graduation from the P-TECH program. As such, they may take dual credit courses during the fall, spring, and summer sessions to meet the goals of the P-TECH program.
 7. Staffing Plan: The MOU or ILA shall include a staffing plan for the P-TECH, including the following: a. Teacher qualification processes, instructor availability, and course offerings b. Joint professional development for P-TECH faculty and college and counselors/advisors (including both district and IHE faculty/staff)
 8. Instructional Materials and Textbooks: The MOU or ILA shall articulate instructional materials and textbook policies, including the following: a. The duration for which textbooks can be used b. Instructional materials and textbook costs and fees.
 9. Access to Higher Education Resources: The MOU or ILA shall articulate that students will be granted access to higher education resources, including the following: a. P-TECH students' access to the IHE facilities, services and resources b. Disability services available to students in compliance with Section 504 of the Rehabilitation Act (Section 504), the Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA) for college courses for dual credit.
 10. Transportation: The MOU or ILA shall address transportation, including the following: a. Transportation policies, including the P-TECH and IHE respective roles and responsibilities related to transportation b. Transportation costs and fees funding
 11. Collaborative Outreach Efforts: The MOU or ILA shall outline the commitment that the P-TECH and IHE will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.
 12. Student Participation: The MOU or ILA shall articulate student participation, including the following: a. Policy on minimum class size per dual credit course b. Student enrollment policies, including student eligibility for enrollment and pre-requisite policies c. Student attendance policies d. Code of conduct policies e. Administration of statewide assessments of academic skills (TEC, Subchapter B, Chapter 39) f. Provisions for discontinuing P-TECH operation to ensure students previously enrolled will have the opportunity to complete their course of study.
 13. Academic Supports: The MOU or ILA shall identify how the P-TECH and IHE will provide academic supports including the following: a. Academic and college readiness advising with access to student support services to bridge students successfully into college course completion b. Advising services for students on the transferability and applicability to baccalaureate degree plans for all college credit offered and earned c. Policies related to student intervention.

14. Data Sharing: The MOU or ILA shall include a data sharing agreement that outlines provisions for student data to be provided by the college to the high school and enables collaborative data sharing on a regular basis to promote student support interventions during the semester. The MOU and ILA shall also include the following: a. Teacher data such as qualifications b. Student- level data such as credit hours taken and earned, GPA, student academic progress, college and career readiness metrics (e.g., SAT/ACT), and formative regularly updated or real-time data (e.g., course enrollment/ dropout, TSIA scores, 6-/9-week or midterm grades, attendance for students at the high school) c. Policies for expanding access to student data, such as granting P-TECH teachers of record and campus administrators full instructor access
15. P-TECH Program Data Analysis: The MOU or ILA shall identify the CCRSM program data analysis that the P-TECH will complete, including but not limited to: a. Dual credit program outcomes that assist high school students in the successful transition to and acceleration through postsecondary education b. The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Design Elements for Agreement with Business and Industry Partner

16. Roles and Responsibilities: The agreement shall include the respective roles and responsibilities for the campus/LEA and business/industry partner in providing for and ensuring the quality and instructional rigor of the work-based learning programming.
17. Work-Based Learning Plan: The agreement shall clearly outline a work-based learning plan that will be followed to provide relevant work-based learning experiences aligned to the Tri-Agency Work-Based Learning Continuum.
18. Work-Based Learning Activities: The agreement shall include a detailed plan for work-based learning experiences for students appropriate to each grade level. These activities should increase in rigor and specificity as illustrated by the Tri-Agency Work-based Learning Continuum beginning with activities such as facility visits and culminating in activities, such as pre-apprenticeships.
19. Professional Skills and Mentorship: The agreement shall articulate that the P-TECH and business/industry partner provide mentorship activities that promote professional skills attainment, including the following: a. A plan for career mentoring activities appropriate to each grade level b. The roles and responsibilities of the P-TECH and industry/business partners in the planning and implementation of career mentoring c. Support for students' activities, such as clubs, Career and Technical Student Organizations (CTSOs), competitions, and special initiatives that promote professional skills attainment.
20. Access to Business Resources: The agreement shall articulate student access to business/industry partners and work-based learning facilities, services, and resources.
21. Transportation: The agreement shall address transportation, including the following: a. Transportation policies, including the P-TECH and business/industry respective roles and responsibility related to transportation b. Transportation costs and fees.
22. Qualifying for Priority Interviewing: The agreement shall include a commitment that the industry/business partner will give students who receive work-based training or education from the partner priority in interviewing for any jobs for which the student is qualified that are available on the student's completion of the program.
23. Program Monitoring: The agreement shall include program monitoring components to ensure the quality and rigor of work-based learning experiences will be sufficient to ensure student success in subsequent work based learning, mentorship, and internship experiences.

Benchmark 3: Target Population

The Pathways in Technology Early College High School (P-TECH) shall target and enroll historically underserved students. The campus must enable students who are at-risk of dropping out or those who wish to accelerate completion of high school to combine high school courses and college-level courses. Every P-TECH must enroll at least a 9th grade class during their first year of implementation. If a P-TECH phases out their services, the academy must be prepared to provide services to each enrolled cohort through graduation.

1. **Recruitment and Enrollment Policies:** The P-TECH shall be open enrollment for all students and shall identify, recruit, and enroll subpopulations that are historically underrepresented in college courses. The P-TECH shall coordinate activities with feeder middle school(s), higher education partner(s), and business/ industry partner(s) to participate in recruitment activities. The P-TECH must enroll a 9th grade class during their first year of implementation and will progressively scale up by adding at least one grade level per year after the first year of implementation.
2. **Documenting Enrollment Procedures:** The P-TECH shall clearly document recruitment and enrollment policies and practices, refining and improving them annually based on data reviews.
3. **Stakeholder Engagement:** Recruitment and enrollment processes (including marketing and recruitment plans, materials, and timelines) shall include input from key stakeholders (e.g., parents, community members, higher education partners) and shall include regular activities to educate students, counselors, principals, parents, and school board and community members.
4. **Lottery System:** For any P-TECH at capacity, the P-TECH shall use either a performance-blind, open-access lottery system that encourages and considers applications from all students (all students have an equal opportunity for acceptance, regardless of background or academic performance) or a weighted lottery that favors students who are at risk or who are historically underrepresented for the P-TECH. Districts are encouraged to standardize lottery practices across campuses implementing the College and Career Readiness School Model.

Benchmark 4: Academic Infrastructure

The Pathways in Technology Early College High School (P-TECH) must provide a rigorous course of study that allows students the opportunity to earn a high school diploma and enable a student to combine high school courses and college-level courses with the goal of earning industry-based certifications, certificates, and/or an associate degree and engage in appropriate work-based learning at every grade level.

- **Regional Need:** The P-TECH shall work with the local workforce development board, local chamber of commerce, and/or local workforce industry representatives to identify and maintain a list of high-demand occupations. The P-TECH shall establish one or more career pathways that include industry-relevant classes, are informed by the identified regional needs, and prepare students for high-wage, high-demand, high-skills career fields. The P-TECH shall have plans for sequencing additional courses for students in the career pathway.
- **Postsecondary Opportunities:** The P-TECH program must provide a rigorous course of study that allows students the opportunity to earn a high school diploma and enables a student to combine high school courses and college level courses with the goal of earning industry-based

certifications, certificates, or an associate degree, and engage in appropriate work-based learning at every grade level.

- **Course Sequence:** The P-TECH shall offer a course of study that provides a detailed and relevant course sequence to the postsecondary opportunities aligned to the high school and college courses provided to the PTECH students. This crosswalk must follow the courses and fields of study listed in the THECB Lower Division Academic Course Guide Manual (ACGM) and/or the Workforce Education Course Manual (WECM).
- **Course Offerings:** The P-TECH shall provide a variety of opportunities for students to earn college credit (e.g., a portfolio approach may include dual credit, Advanced Placement (AP), International Baccalaureate (IB), OnRamps, CLEP assessments, and local articulation agreements for specific courses in partnership with a local college) with the applicability of college credits in mind.
- **Delivery of Courses:** The campus may implement multiple dual enrollment delivery models, including but not limited to the following: a. College courses taught on the college campus by college faculty b. College courses taught on the high school campus by college faculty c. College courses taught on the high school campus by high school educators who meet faculty requirements d. College courses taught virtually, via distance/online/blended learning
- **Academic Performance in High School:** The P-TECH shall implement a plan for End-of-Course (EOC) assessment success, including academic preparation classes for accepted students and academic interventions for students who do not pass EOC assessments.
- **College Readiness:** The P-TECH shall provide a TSI assessment to accepted students as early as incoming 9th graders (Note, this assessment may not be used as a prerequisite for admissions to the P-TECH). a. The P-TECH shall publish on its website the dates, times, and location(s) for TSI administration. b. The P-TECH shall provide assessment fee waivers for all administrations of the TSI test c. The P-TECH shall implement a plan for TSI success, including academic preparation classes for accepted students, and shall provide academic interventions (e.g., tutorials, workshops, testing strategies, accelerated instruction) for students who do not pass the TSI before retesting d. The P-TECH shall review TSI testing data, particularly the number/percentage of students who have currently passed each section of the TSI assessment to prescribe accelerated instruction to support students e. The P-TECH shall explore alternative measures for students to meet college readiness standards.
- **Student Data Tracking:** The P-TECH shall biannually implement structured data review processes to do the following: a. Identify student strengths and areas of growth and develop individual instructional support plans. b. Provide an assessment for measuring student progress to ensure students are on track to meet the Outcomes-Based Measures. c. Provide an opportunity for the IHE to provide feedback on the value of the P-TECH program. d. Provide an opportunity for the industry/business partner(s) to provide feedback on the value of the P-TECH program.
- **Student Persistence:** The P-TECH shall create a plan for students off-track for success in the P-TECH program. Support systems shall include infrastructure, resources, and personnel to enable every possibility to retain the student in the P-TECH program and promote program completion.
- **Student Pathway Support:** The P-TECH shall develop a plan to support direct-to-college student enrollment following high school graduation and a strategy to foster long-term workforce readiness.

Benchmark 5: Student Support

The Pathways in Technology Early College High School (P-TECH) must provide wrap-around strategies and services involving multiple stakeholders to strengthen academic, technical, and individual support for students to be successful in their P-TECH program.

1. Bridge Programs: The P-TECH provides a bridge program (an intensive academic preparation program that provides opportunities to strengthen academic skills necessary for high school, college readiness, and career readiness) to prepare students for TSI and provide academic interventions for those who do not pass TSI. The bridge program may also serve to support student transition from middle school to the P-TECH program.
2. Advising: The P-TECH shall collaborate with its IHE to personalize the learning environment for students through developing individualized student plans for ongoing academic support, filing a degree plan, and the attainment of long-term goals. The P-TECH and IHE shall develop robust college and career advising systems to support student plans and advance academic progress and shall develop a process for collaboration to provide an academic bridge across two educational systems.
3. Student Intervention: The P-TECH shall administer interventions as needed, including tutoring and/or Saturday school for identified students in need of academic supports. The P-TECH shall monitor academic progress with formative data.
4. Classroom Support: The P-TECH shall provide advisory and/or college and career readiness advising, and support time built into the instructional sequence for all students. The P-TECH shall provide skill building instruction for students, such as time management, study skills, collaboration, and interpersonal relationship skills.
5. Multi-tiered System of Supports: The P-TECH shall provide a multi-tiered system of supports that encompasses career, academic, behavioral, and mental health supports for all students.
6. Enrichment Opportunities: The P-TECH shall provide enrichment opportunities, including the following: a. A structured program of community service to promote community involvement b. Partnering with community businesses to expose students to a variety of potential career options and possible internship opportunities c. Establishing a mentorship program available to all students d. Parent outreach and involvement opportunities e. Family engagement to support rigorous course enrollment and college and career planning.
7. College and Career Preparation: The P-TECH shall provide college and career awareness to current and prospective students and families, including the following: a. College application assistance b. Financial aid counseling c. College and career counseling.

Benchmark 6: Work-Based Learning

The Pathways in Technology Early College High School (P-TECH) must offer students a variety of relevant, high-skill work-based learning experiences at every grade level that respond to student interest and regional employer needs and contribute to students earning aligned industry certifications and credentials.

1. Work-Based Learning Continuum: The P-TECH partners shall collaborate to ensure the P-TECH provides the following: a. Age-appropriate work-based learning for students in the P-TECH at every grade level that includes career exploration, career preparation, and career training b. Work-based learning experiences that are well-planned and properly sequenced to provide a progression of learning experiences for students—each one building upon the last c. Curriculum

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alignment among high school, postsecondary, and industry work-based learning experience requirements.

2. **Work-Based Learning Offerings:** Work-based learning may include, but is not limited to facility visits, guest speakers, presentations, career information, career fairs, interview training, skill development, resume workshops, informational interviewing, job shadowing, internships, mentoring, and apprenticeships.
3. **Student Participation:** The P-TECH partners shall ensure that students a. are provided opportunities to reflect on their work experiences; b. demonstrate their learning in writing, portfolio, presentation, digital or by other means; and c. understand the connection between their work-based learning and academics.
4. **Enrichment and Extracurricular:** The P-TECH partners shall ensure students are provided the opportunity to participate in enrichment and extracurricular opportunities, such as clubs, Career and Technical Student Organizations (CTSOs), competitions, and special initiatives.
5. **Student Data Tracking:** The P-TECH partners shall biannually implement a structured data tracking system and process designed to identify student participation in work-based learning opportunities. a. The P-TECH partners will establish annual assessment measures and provide an opportunity for the industry/business partners to provide feedback on the value of work-based learning. b. The P-TECH partners shall provide an assessment for measuring student progress to ensure students are on track to meet the Outcomes-Based Measures.

Action Item “XIII”
Regular Board Meeting January 27, 2025
Consideration of Adoption of Resolution of Support for the 89th Texas
Legislative Session Priorities of the Community College Association of Texas
Trustees and the Texas Association of Community Colleges

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a resolution in support of the 89th Texas Legislative Session priorities as identified by the Community College Association of Texas Trustees (CCATT) and the Texas Association of Community Colleges (TACC).

BACKGROUND

The 88th Texas Legislature’s passage of House Bill 8 (HB 8) established an outcomes-based performance funding model, prioritizing performance and measurable results for community colleges. This model ties funding to key outcomes such as transfer rates, credential of value, and dual credit enrollment while providing additional support for low-income, academically unprepared, and adult learners.

For the 89th Texas Legislative Session, CCATT and TACC have identified key priorities to build on the success of HB 8 and ensure continued support for Texas community colleges. These priorities include:

1. Securing supplemental appropriations for the current biennium (FY 2024-2025) to sustain progress and deliver measurable results in workforce alignment and economic growth.
2. Supporting formula funding recommendation for public junior colleges for FY 2026-2027 to empower institutions to adapt to evolving workforce needs and maintain affordability.
3. Amend the outcomes-based funding model to include students who transfer to private or independent institutions of higher education in Texas after completing 15 semester credit hours at public junior college.

The Legislative Committee of CCATT has requested unified support from all Texas community college boards to advocate for these priorities.

IMPACT OF THIS ACTION

This action demonstrates the unified support of the San Jacinto College Board of Trustees for the 89th Texas Legislative Session priorities. It reinforces the College’s commitment to delivering high-quality, affordable education, and workforce training aligned with State needs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the resolution has no specific budget implications.

MONITORING AND REPORTING TIMELINE

The Chancellor will provide updates on the status of the recommendations to the Board of Trustees as needed.

**Action Item “XIII”
Regular Board Meeting January 27, 2025
Consideration of Adoption of Resolution of Support for the 89th Texas
Legislative Session Priorities of the Community College Association of Texas
Trustees and the Texas Association of Community Colleges**

ATTACHMENTS

Attachment 1 – Resolution of Support for the 89th Texas Legislative Session
Attachment 2 – Summary of CCATT/TACC Legislative Priorities

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Christian Bionat	832-228-5239	christian.bionat@sjcd.edu

Resolution of Support

For the 89th Texas Legislative Session Priorities of the Community College Association of Texas Trustees and Texas Association of Community Colleges

Whereas, the 88th Texas Legislature passed House Bill 8, establishing an outcomes-based funding model that prioritizes performance and measurable results for community colleges;

Whereas, the outcomes-based funding model established by House Bill 8 has been pivotal in enabling community colleges to deliver measurable results that align with state workforce needs and Building a Talent Strong Texas goals;

Whereas, Texas community colleges serve as the largest sector of higher education in the state, providing affordable, high-quality education and workforce training to meet the needs of more than 700,000 students annually;

Whereas, Texas community colleges are the primary gateway to opportunity and economic mobility, driving economic growth and preparing the next generation workforce;

Whereas, the Community College Association of Texas Trustees (CCATT) and Texas Association of Community Colleges (TACC) have identified legislative priorities for the 89th Texas Legislative Session, including supplemental appropriations, formula funding, and amendments to the outcomes-based funding model to better support student success pathways;

Whereas, these legislative priorities include amending the outcomes-based funding model to recognize students who transfer to private or independent institutions of higher education after earning 15 semester credit hours at a public junior college;

Whereas, the legislative priorities advocate for sustainable investments in dual credit programs, financial aid initiatives, and workforce development to provide credentials of value in high-demand fields;

Whereas, the priorities also emphasize the importance of additional funding to adapt to evolving workforce demands and foster seamless education pathways for all Texans;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of San Jacinto Community College District officially declares its support for the 89th Texas Legislative Session priorities as identified by the Community College Association of Texas Trustees and Texas Association of Community Colleges.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS 27th day of January 2025 by the Board of Trustees of San Jacinto College.

San Jacinto College

Dan Mims, Chair
Board of Trustees

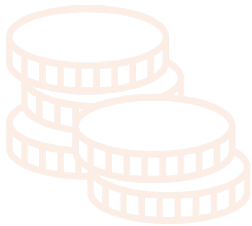
Keith Sinor, Secretary
Board of Trustees



2025 LEGISLATIVE PRIORITIES

Texas community colleges commit to delivering affordable, high-quality education that prepares students for in-demand jobs and careers that lead to economic mobility. To continue meeting these goals and train the next-generation workforce, TACC member institutions request support for the following legislative priorities:

SUPPLEMENTAL APPROPRIATIONS REQUEST



Advocate for a supplemental appropriations request for the current biennium (FY 2024-2025), fully supporting the Texas Higher Education Coordinating Board's final recommendation. This funding will:

- Reinforce the outcomes-based funding model established by House Bill 8, granting more Texans the opportunity to earn credentials of value.
- Enable institutions to sustain real-time progress and deliver measurable results that drives economic growth.

FORMULA FUNDING FOR FY 2026-2027



Support the formula funding recommendation made by the Texas Higher Education Coordinating Board for public junior colleges for the next biennium. This critical investment will:

- Empower institutions to adapt to the evolving needs of students and alignment with the state's expanding workforce.
- Solidify Texas community colleges as statewide leaders in affordable, high-quality education.

INCLUSION OF PRIVATE INSTITUTIONS IN PERFORMANCE TIER



Amend the State Funding Performance Tier of House Bill 8 to include students who transfer to one of Texas' private or independent institutions of higher education after completing 15 semester credit hours at a public junior college. This adjustment will:

- Ensure the outcomes-based funding model reflects and recognizes multiple student success pathways.
- Foster stronger transfer pathways, expanding opportunities for students to seamlessly continue their education across all types of higher education institutions.

BY THE NUMBERS

TEXAS COMMUNITY COLLEGES

are the **LARGEST SECTOR** of higher education, serving as the primary gateway to opportunity and workforce development across the state.

As hubs of innovation, they prepare students for in-demand careers, driving economic growth and meeting the evolving needs of Texas industries.

With a commitment to **BUILDING THE NEXT GENERATION WORKFORCE**, community colleges play a pivotal role in shaping Texas' future.

SERVING MORE THAN

700,000
STUDENTS



IN 2023, AWARDED

125,215
CERTIFICATES & DEGREES

PROVIDING

96%

OF ALL CAREER & TECHNICAL
EDUCATION CERTIFICATES AND
DEGREES



HOUSE BILL 8 IN ACTION

Statewide Data on the Financial Aid for Swift Transfer (FAST) Program



1.46M

semester credit hours of dual credit have been provided **at no cost to students.**



22%

increase in dual credit enrollment compared to 2022.



260K

students with financial need have been served by this program.



\$79.6M

in funding has been **disbursed to institutions** participating in FAST.

Action Item “XIV”
Regular Board Meeting January 27, 2025
Consideration of Approval of Bachelor of Applied Technology in
Logistics and Supply Chain Management

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve offering a Bachelor of Applied Technology degree in Logistics and Supply Chain Management (BAT-LSCM) for San Jacinto College.

BACKGROUND

San Jacinto College proposes a Bachelor of Applied Technology degree in Logistics and Supply Chain Management to address the growing demand for skilled professionals in logistics and supply chain sectors, particularly within the Houston-The Woodlands-Sugarland Metropolitan Statistical Area (MSA). The program builds on the College’s existing logistics and supply chain management pathways, which include a Certificate of Technology and an Associate of Applied Science (AAS) degree, creating a seamless educational pathway culminating in a baccalaureate degree.

The program’s development was guided by the Chancellor’s Advisory Council on Transportation, Logistics, and Supply Chain Management and the Logistics and Supply Chain Management Advisory Committee, which includes industry representatives from key employers such as Amazon, LyondellBasell, Academy, the Port of Houston, and Union Pacific Railroad. The council and the advisory committee emphasized the regional demand for advanced logistics skills, leadership capabilities, and expertise in data-driven decision-making. Additionally, labor market data indicates significant workforce gaps, with over 600 average annual openings for logisticians in the Houston MSA and strong projected growth statewide.

The proposed BAT-LSCM program will prepare students for mid to senior-level roles in logistics and supply chain management, offering face-to-face, hybrid, and online courses to accommodate working professionals. It will be headquartered at the North Campus but made available college-wide based on demand.

Nationally according to the U.S. Bureau of Labor Statistics, employment of logisticians is projected to grow 19 percent from 2023 to 2033, much faster than the average for all occupations. Approximately 26,100 openings for logisticians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. As the growth of e-commerce makes logistics more dynamic and complex, logisticians will be in demand to move products more efficiently, solve problems, and identify areas for improvement. The increased volume of inventory and the need to manage multiple supply chains have made logisticians' work critical. In addition, as more goods are purchased online, timeliness of delivery remains a priority for companies, further increasing demand for these workers.

Statewide in Texas, the Texas Workforce Commission's (TWC) "Report on Texas Growth Occupations - 2023" reported that logisticians are included among the top 20 occupations projected to add the most jobs from 2020 to 2030 in two industry sectors. In Manufacturing, logisticians is projected to grow 43.1 percent which is the fastest among all occupations in the

Action Item “XIV”
Regular Board Meeting January 27, 2025
Consideration of Approval of Bachelor of Applied Technology in
Logistics and Supply Chain Management

sector. In the wholesale trade industry, logisticians again have the greatest projected percentage growth in jobs from 2020-2030 (49.3 percent). The TWC report indicates that at least a bachelor's degree is required for logisticians.

In the Houston-Woodlands-Sugarland (HWS) MSA, the labor market expects as many as 18,267 average annual job openings which represents 8 percent job growth from 2023-2028. Focusing on the two occupations most targeted by the proposed new program - Transportation, Storage, and Distribution Managers (11-3071) and logisticians (13-1081) - the estimated average annual openings is 1,339 with 10.8 percent market growth for the same time period.

In considering and developing the College's plan for implementation of a BAT-LSCM program, research on similar program offerings at Texas community colleges and universities was conducted. Based on historical and current bachelor's degree completions, existing public universities and college programs may only supply qualified workers for 37 percent of the market need. However, that may be an overestimate, given that historical completions include master's degrees which may likely be held by those also holding a bachelor's degree. The estimated supply of qualified workers may only meet 25 percent of the demand in the region. Brazosport College is the only community college in the area that has been approved and offers a bachelor's degree in industrial management with a Specialization in Supply Chain and Logistics Management. Several universities offer a bachelor's degree in Logistics and Supply Chain Management, but only Texas Southern University and the University of Houston offer a BAT-LSCM degree that is similar to the degree proposed by San Jacinto College. The main difference would be the stackable aspects (from certificate, and associate degree to BAT-LSCM) and the cost that San Jacinto College is proposing. A student can save between \$5,000 and \$20,000 per year by earning a bachelor's degree through a community college compared to a traditional four-year university, with the potential to save up to \$30,000 in total student debt by starting and finishing at a community college.

IMPACT OF THIS ACTION

Approval of this action will enable the administration to take the next steps in the implementation process which includes notifications to the Texas Higher Education Coordinating Board (THECB), Higher Education Regional Council (HERC), San Jacinto College (SJC) Curriculum Committee, and submission of the proposal to the Southern Association of Colleges and Schools Commission on Schools (SACSCOC). The first cohort of 77 students is anticipated to enroll in Spring 2026, growing to approximately 112 students by year five. The recruitment strategy for the proposed BAT-LSCM program will focus primarily on (a) students enrolled in and completing the College's complementary AAS program, (b) members of the College's constituent community who are employed in adjacent occupations, and (c) the creation of a dual credit pathway for high school students.

BUDGET INFORMATION (including any staffing implications)

Action Item “XIV”
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Consideration of Approval of Bachelor of Applied Technology in
Logistics and Supply Chain Management

The program will require hiring a Program Director by the Summer of 2025, a full-time faculty member by the Spring of 2026, and additional support staff such as a Student Success Coach as enrollment grows. The College has identified potential grant funding, including Carl D. Perkins Career and Technical Education Act funds, to support initial program development and implementation costs. The program is projected to achieve financial sustainability by year three.

MONITORING AND REPORTING TIMELINE

THECB requires career technical certificates and associate programs to award an average of five credentials per academic year, and the total credentials awarded for any five-year period cannot be less than twenty-five. A new degree program is exempted from this requirement for the first five years of program implementation. Annual review by THECB will begin in the sixth year of implementation. San Jacinto College will review the progress and outcomes of the BAT-LSCM program regularly through advisory committee meetings, and annually as part of the College’s program review process. As appropriate, updates will be provided to the Board of Trustees.

The College anticipates significantly exceeding THECB requirements for credential completion within the program’s first five years.

ATTACHMENTS

Attachment 1 – Program Implementation Timeline

RESOURCE PERSONNEL

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Alexander Okwonna	281-998-6150 x7315	alexander.okwonna@sjcd.edu
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Attachment 1

**Bachelor of Applied Technology degree in Logistics and Supply Chain Management
(BAT-LSCM) Program Implementation Timeline**

Date	Activity/Submission
October 2024	- Program Advisory Committee Meeting - Proposal and Approval (Complete)
November 2024	- Workforce and Economic Development Council (WEDC) - Proposal and Approval (Complete)
December 2024	- Chancellor’s Advisory Council Meeting - Proposal and Approval (Complete)
December 2024	- Strategic Leadership Team (SLT) Approval (Complete)
January 2025	- Submit to San Jacinto College Board of Trustees for Approval
February 2025	- College Curriculum Committee consideration of new program curriculum
March 2025	- Submit the SACSCOC substantive change prospectus for New Program Approval
April 2025	- Submit the Texas Higher Education Coordinating Board (THECB) Proposal for New Bachelor’s Degree Program Approval
May 2025	- Post BAT-LSCM Program Director Position
June 2025	- Hire BAT-LSCM Program Director
July 2025	- Anticipate SACSCOC approval of the New Program
August 2025 -December 2025	- Continue building out coursework and work with Student Services and Marketing for Recruitment
January 2026	- Begin program

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
January 27, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	* Consideration of Approval of Additional Funds for Asphalt, Concrete, and Parking Lot Striping Services	\$ 400,000
#2	* Consideration of Approval of Additional Funds for Central Campus Music Building Envelope Repairs	119,917
#3	* Consideration of Approval of Additional Funds for Architectural Services	54,000
#4	* Consideration of Approval to Contract for Roof Replacement of North Campus Building Interactive Learning Center	1,700,000
#5	* Consideration of Delegation of Authority to Contract for College-Wide LED Upgrades Funded by LoanSTAR Loan CL442	1,100,000
#6	Consideration of Approval to Renew the Contract for Custodial Services	3,802,000
#7	Consideration of Approval to Renew the Contract for Elevator Maintenance Services	250,000
#8	Consideration of Approval to Purchase 3D Printers	125,000
#9	Consideration of Approval of Additional Funds for Temporary Staffing Services	120,000
#10	Consideration of Approval to Contract for Financial Audit Services	441,000
#11	Consideration of Approval to Contract for Banking Depository Services	150,000
	TOTAL OF PURCHASE REQUESTS	<u>\$ 8,261,917</u>

* *Board Building Committee Items*

Purchase Request #1
Regular Board Meeting January 27, 2025
Consideration of Approval of Additional Funds for Asphalt, Concrete, and
Parking Lot Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for asphalt, concrete, and parking lot striping services from RMB Management DBA Corestone Construction Services (Corestone).

BACKGROUND

Request for proposals #24-12 was issued on April 25, 2024, to procure asphalt, concrete, and parking lot striping services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). In August 2024, the Board approved a contract with Corestone for asphalt, concrete, and parking lot striping services.

IMPACT OF THIS ACTION

Approval of this request will allow College-wide deferred maintenance pavement preservation efforts to be conducted without depleting the facilities services department's budget for general maintenance and repair needs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2024, the Board approved an expenditure of \$300,000 for asphalt, concrete, and parking lot striping services with Corestone for the facilities services department. This request will increase the approved amount by \$400,000 to a total expenditure of \$700,000. The additional expenditure will be funded from the 2015 capital improvement program bond deferred maintenance allocation.

MONITORING AND REPORTING TIMELINE

Pavement preservation efforts will be managed by the capital projects team.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Consideration of Approval of Additional Funds for Central Campus Music Building Envelope Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds to complete roof and envelope repairs for Central Campus Music Building (C5) by Atlas Universal Roofing, Inc.

BACKGROUND

In August 2024, the Board of Trustees approved envelope repair services for C5. The original contracted scope of work on this project is nearly complete. During the execution of that work, the architect and contractor were able to discuss the intended roofing renewal. Based on that common understanding, specifications for a roofing renewal, using the same silicone coating system previously employed on the Wheeler Building (N10) at the North Campus, were developed and priced for C5.

In accordance with Texas Government Code §252.048 and §271.060, a governing body may approve change orders to make changes in plans or specifications provided that provision has been made for the payment of any added cost. Under Texas Government Code §252.048, the original contract price may not be increased by more than 25 percent.

Competitive sealed proposals (CSP) #24-31 was issued in May 2024 to procure envelope repair services, which complies with the competitive procurement requirements per Texas Government Code §2269.151. The Board approved a contract with Atlas Universal Roofing, Inc. in August 2024.

IMPACT OF THIS ACTION

This action will increase the value of CSP 24-31 by 25 percent, allowing the roof to be coated prior to the contractor’s demobilization. Because of the small roof area involved, an increase to the current contract has been determined to be the most time and cost-effective path forward.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2024, the Board approved an expenditure of \$700,000 for roof and structural upgrades to C5. This request will increase the authorized contract amount by \$119,917 to \$819,917 and will be funded from Bond Interest Earnings Fund.

MONITORING AND REPORTING TIMELINE

This project will be monitored by the capital projects team. Completion is expected by May 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

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CSP #25-16
Roof Replacement, N2
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: General	Section 2: History & Experience	Section 3: Safety	Section 4: Financial	Section 5: References	Section 6: Exceptions to Terms & Conditions	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>5</i>	<i>70</i>
1	Atlas Universal Roofing, Inc.	18.67	20.00	8.83	7.88	5.00	5.00	65.38
2	Alto Vista Roofing	8.67	7.33	5.30	5.33	4.67	4.67	35.97
3	Argio Roofing & Construction	11.73	5.33	5.47	5.42	4.00	2.17	34.12
4	CS Advantage USAA Inc.	7.33	10.00	6.53	5.13	1.70	4.00	34.69
5	Roofing Solutions, L.L.C.	9.07	7.33	7.83	3.75	3.33	4.33	35.64
6	Cowboys Roofing	9.87	10.00	3.27	3.33	0.03	4.00	30.50

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Price Value	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>		<i>100</i>
1	Atlas Universal Roofing, Inc.	65.38	20.04	1,490,980.00	85.42
2	Alto Vista Roofing	35.97	29.88	1,000,000.00	65.85
3	Argio Roofing & Construction	34.12	30.00	995,980.00	64.12
4	CS Advantage USAA Inc.	34.69	27.79	1,075,000.00	62.48
5	Roofing Solutions, L.L.C.	35.64	22.83	1,309,000.00	58.47
6	Cowboys Roofing	30.50	17.74	1,683,851.00	48.24

Purchase Request #3
Regular Board Meeting January 27, 2025
Consideration of Approval of Additional Funds for Architectural Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for architectural services from Huitt-Zollars, Inc. for capital projects.

BACKGROUND

In August 2024, the Board of Trustees approved a contract renewal for architectural services with Huitt-Zollars, Inc. Under the current contract, Huitt-Zollars, Inc. has provided design services for sports field upgrades, renovation of the North Campus Welcome Center (N6), and multiple re-roofing efforts. The College would now like to engage Huitt-Zollars, Inc. to conduct roofing condition assessments for the following buildings:

Central Campus Interactive Learning Center (C1),
Central Campus Health Science Building (C11),
Central Campus Library (C21),
Central Campus Facilities Services (C30),
North Campus Student Center (N12), and
South Campus Library (S10).

Request for qualifications (RFQ) #23-26 was issued on April 18, 2023, to procure architectural services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Huitt-Zollars, Inc. was one of the selected architectural services firms from RFQ #23-26.

IMPACT OF THIS ACTION

The results of the roofing condition assessments will be used to establish priorities of work and anticipated budgets for each project. This will enable mid-range planning and reduce the overall cost of roofing replacement and incidental repairs due to roof leaks.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2024, the Board approved an expenditure of \$376,500 to Huitt-Zollars, Inc. for architectural services. This request will increase the approved amount by \$54,000 to a total expenditure of \$430,500. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance allocation.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #3
Regular Board Meeting January 27, 2025
Consideration of Approval of Additional Funds for Architectural Services

RESOURCE PERSONNEL

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Purchase Request #4
Regular Board Meeting January 27, 2025

Consideration of Approval to Contract for the Roof Replacement of North Campus Interactive Learning Center

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Atlas Universal Roofing, Inc. for the roof replacement of the Interactive Learning Center (N2) at the North Campus.

BACKGROUND

In February 2021, the Board authorized a delegation of authority to approve the method of procurement best suited for each construction or renovation project. On November 15, 2024, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for roof replacement at N2. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for the public solicitation of construction proposals.

CSP #25-16 was issued on November 19, 2024, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Six responses were received and evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Atlas Universal Roofing, Inc. received the highest overall score.

IMPACT OF THIS ACTION

Approval of this request will allow for approximately 41,500 square feet of failed modified bitumen roofing on N2 to be demolished and replaced with a new roof assembly.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated expenditure for this project will not exceed the allocated amount of \$1,700,000 and will be funded from Bond Interest Earnings Fund.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract and are expected to be completed during the 2025 calendar year. This project will be managed by the capital projects team.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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Purchase Request #5
Regular Board Meeting January 27, 2025
Consideration of Delegation of Authority to Contract for College-Wide
LED Upgrades Funded by LoanSTAR Loan CL442

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the College-wide light-emitting diode (LED) upgrades project funded by LoanSTAR Loan CL442.

BACKGROUND

In February 2021, the Board delegated authority to approve the method of procurement best suited for each construction or renovation project. On December 6, 2024, the Chancellor's designee approved the competitive sealed proposals (CSP) method for this project. Detailed plans and specifications developed by ESA Energy Systems Associates, Inc. were used as part of the documentation package in accordance with Texas Government Code §2269.151.

CSP #25-18 was issued on December 17, 2024, to procure construction services for this project. Each response received will be evaluated by a team comprised of representatives from capital projects and facilities services. Evaluation and ranking of the submittals will be based on criteria published in the solicitation.

IMPACT OF THIS ACTION

This approval will allow the timely selection of a contractor to replace all remaining incandescent and fluorescent lamps that are cost-effective to replace with new, energy-efficient, maintenance-saving, LED lamps and fixtures.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$1,100,000, including contingency funds and will be funded from the LoanSTAR Loan CL442. Loan repayments will be from operational savings.

MONITORING AND REPORTING TIMELINE

Construction activities will begin as quickly as possible following execution of a contract for services to comply with LoanSTAR requirements. This project will be monitored by capital projects and energy management teams, with completion anticipated in May 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #6
Regular Board Meeting January 27, 2025
Consideration of Approval to Renew the Contract for Custodial Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with GCA Education Services of Texas, Inc., an ABM Company (ABM) for custodial services for the facilities services department.

BACKGROUND

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests who utilize the College's buildings and campuses. The College requires specific levels of service be provided to meet the Association of Physical Plant Administrators of Universities and Colleges Level 2 standards as well as the National Association for the Education of Young Children accreditation standards for the Central Campus Children's Learning Center (C6). The custodial contractor also ensures buildings with non-electronic door locking controls are accessible and secured, as well as provides logistical support for College and community events.

Request for proposals #18-05 was issued October 9, 2017, to procure custodial services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with ABM on December 11, 2017.

IMPACT OF THIS ACTION

The custodial services contractor is responsible for cleaning and maintaining all College-owned and leased facilities comprised of 67 addressed buildings, which is approximately 3.2 million square feet of classroom, office, and lab space, and support functions, across 544 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe, and efficient manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$3,802,000 and will be funded from the facilities services department's 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the fourth and final one-year renewal option. The new contract term will be February 19, 2025, through February 18, 2026.

ATTACHMENTS

None

Purchase Request #6
Regular Board Meeting January 27, 2025
Consideration of Approval to Renew the Contract for Custodial Services

RESOURCE PERSONNEL

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John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #7
Regular Board Meeting January 27, 2025

Consideration of Approval to Renew the Contract for Elevator Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Elevator Transportation Services, Inc. for elevator maintenance services for the facilities services department.

BACKGROUND

The College maintains fifty-six elevators which are in service throughout the College. These elevators comply with regulatory and accessibility requirements and are used to transport people and materials between floors of the College buildings. In order to operate reliably, and to comply with regulatory codes, elevators require periodic condition inspection, routine preventive and corrective maintenance, annual inspections, reporting for the authority having jurisdiction, and occasional modernization upgrade.

Request for proposals #24-11 was issued October 21, 2023, to procure elevator maintenance services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Elevator Transportation Services, Inc. on January 29, 2024.

IMPACT OF THIS ACTION

The approval of this recommendation will allow for the continued inspection, certification, licensing, and safe operation of the College’s elevators to support the needs of the College community. It will also cover the replacement of an underground hydraulic cylinder that has failed at South Campus Longenecker Building (S8).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$250,000 and will be funded from the facilities services department’s 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term will be February 1, 2025, through January 31, 2026.

ATTACHMENTS

None

RESOURCE PERSONNEL

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John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of 3D printers from Lab Resources, Inc. for the aerospace educational and workforce development department.

BACKGROUND

The items to be purchased include two tabletop 3D printers and one composite 3D printer. These items will be used to create an environment to teach intermediate and advanced technician training in structures, composites, advanced manufacturing, and other courses.

Lab Resources, Inc. has a contract through the BuyBoard cooperative contracts program to provide 3D printers, contract #749-24, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

The skills students learn from the use of this equipment are required by the aerospace industry for entry level manufacturing technicians. The equipment will be housed at the EDGE Center as part of the College's aerospace training program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$125,000 and will be funded from the Economic Development Administration (EDA) grant.

MONITORING AND REPORTING TIMELINE

The purchases are anticipated to be completed within the next sixty days.

ATTACHMENTS

None

RESOURCE PERSONNEL

Clinton Harris	281-459-5473	clinton.harris@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Purchase Request #9
Regular Board Meeting January 27, 2025

Consideration of Approval of Additional Funds for Temporary Staffing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for temporary staffing services from DatamanUSA LLC (Dataman) for College-wide utilization.

BACKGROUND

In November 2021, the Board of Trustees approved temporary staffing services with a pool of vendors, including Dataman. Following the inception of their contract, the College consistently utilized Dataman for information technology (IT) temporary staffing needs. Temporary staffing services provide the College with quicker access to trained and qualified employees who can perform job duties on an “as needed” basis.

Request for proposals #22-06 was issued in September 2021 to procure temporary staffing services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract renewal with vendor in August 2024.

IMPACT OF THIS ACTION

Approval of this request will authorize additional funds for the current and future needs of IT temporary staffing services. IT temporary personnel are privy to a plethora of proprietary College technology-related documents, portals, and applications. When IT temporary personnel are found to be both proficient and efficient in their field, it is in the College’s best interest to retain the contracted workers for as long as needed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2024, the Board approved an expenditure of \$450,000 for temporary staffing services. This request will increase the approved amount by \$120,000 to a total expenditure of \$570,000. This expenditure will be funded from various College department’s 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The current contract term began November 5, 2024, through November 4, 2025, and is the final year of a four-year contract.

ATTACHMENTS

None

RESOURCE PERSONNEL

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #10
Regular Board Meeting January 27, 2025
Consideration of Approval to Contract for Financial Audit Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Whitley Penn, LLP for financial audit services for the College and Foundation.

BACKGROUND

As required by state and federal laws and college policy, the financial records of the College and Foundation are independently audited on an annual basis. The independent auditors examine the financial statements prepared by the College and Foundation personnel and prepare an opinion on the fair presentation of the financial statements and whether they were prepared in accordance with generally accepted accounting principles.

Request for qualifications #25-03 was issued on November 18, 2024, to procure financial audit services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from the financial aid department, finance department, comptroller's office, and office of grants management who determined the proposal submitted by Whitley Penn, LLP will provide the best value to the College.

IMPACT OF THIS ACTION

The firm will be engaged to perform the Comprehensive Annual Financial Audit for the College, subrecipient monitoring of federal grants, and the Foundation audit, in accordance with standards prescribed in the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants. In addition, the College audit will meet the requirements established by the Texas Higher Education Coordinating Board – Annual Financial Reporting Requirements, in accordance with auditing standards generally accepted in the United States of America, standards applicable to financial audits contained in Government Auditing Standards issued by Comptroller General of the United States, federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards, and state awards as required by the State of Texas Single Audit Circular.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$147,000 and a total of \$441,000 for the initial three-year term which will be funded from the district business office and Foundation's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on June 8, 2025, through June 7, 2028, with two two-year renewal options.

Purchase Request #10
Regular Board Meeting January 27, 2025
Consideration of Approval to Contract for Financial Audit Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-5555	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFQ #25-03
Financial Audit Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm and Personnel Experience	Section 2: Project Understanding, Approach	Section 3: Transition and other Audit Services	Section 4: References	Section 5: Exceptions Terms & Conditions	Total Points
	<i>Total Points</i>	<i>40</i>	<i>25</i>	<i>20</i>	<i>10</i>	<i>5</i>	<i>100</i>
1	Whitley Penn, LLP	36.43	22.75	16.80	8.60	4.40	88.98
2	Weaver and Tidwell, LLP	34.16	21.00	16.17	5.60	3.80	80.73
3	Carr., Riggs & Ingram, LLC	31.58	19.55	15.40	8.20	4.20	78.93
4	CLA (Clifton, Larson, Allen)	31.54	20.15	16.23	6.00	3.60	77.52
5	Forvis Mazars, LLP	29.98	20.40	15.20	5.80	4.00	75.38

Purchase Request #11
Regular Board Meeting January 27, 2025
Consideration of Approval to Contract for Banking Depository Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with JPMorgan Chase Bank, N.A. for banking depository services for the College.

BACKGROUND

Texas Education Code §51.003 requires the governing body of an institution of higher education select a depository institution as a place of deposit for funds collected by the institution on a competitive bid basis.

Request for proposals #25-09 was issued on November 1, 2024, to procure banking depository services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from the finance department and comptroller's office who determined the proposal submitted by JPMorgan Chase Bank, N.A. will provide the best value to the College.

IMPACT OF THIS ACTION

The banking depository contract is an important component of the treasury and cash management system for deposits of funds and processing of checks and electronic payments from accounts payable, payroll, student refunds, and financial aid disbursements. The services utilized by the College include multiple checking accounts for collection and disbursement activities, a money market investment account, and electronic funds transfer capabilities. JPMorgan Chase Bank is the current provider of these services to the College, so there will be no disruption in the services provided with this new contract.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$30,000 and a total of \$150,000 for the initial five-year term which will be funded from the district business office's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial five-year award term will commence on September 1, 2025, through August 31, 2030, with two one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFP #25-09
Banking Depository Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Qualifications / Experience of Firm / Personnel	Section 2: Scope, Approach, Management	Section 3: Balance Reporting / Online Access	Section 4: Interest Rates	Section 5: Attachments A-J	Section 6: References	Section 7: Exceptions to Terms / Conditions	Section 8: Price Proposal	Total Points
	<i>Total Points</i>	<i>10</i>	<i>10</i>	<i>15</i>	<i>10</i>	<i>35</i>	<i>5</i>	<i>5</i>	<i>10</i>	<i>100</i>
1	JPMorgan Chase Bank	9.75	9.50	13.31	8.25	32.17	4.88	3.44	8.11	89.40
2	Wells Fargo Bank	9.50	8.50	12.00	7.00	29.98	4.25	2.75	6.26	80.24
3	Texas First Bank	7.0	6.75	10.88	7.63	24.50	4.13	4.13	7.11	72.11
4	Regions Bank	7.0	7.00	10.50	6.50	24.13	3.63	4.00	3.43	66.19
5	b1BANK	5.00	5.25	9.00	6.75	14.44	3.00	3.50	2.73	49.67

Item "A"
Regular Board Meeting January 27, 2025

Approval of the Minutes for the December 9, 2024, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the December 9, 2024, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop December 9, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, December 9, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Christian Bionat, Lupe Garcia (Whitley Penn, LLP), Carin Hutchins, Andrew Jennett (Whitley Penn, LLP), Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Acting Chair Moon, Jr. called the workshop to order at 4:48 p.m.
II.	Roll Call of Board Members	Acting Chair Moon, Jr. conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Dan Mims John Moon, Jr., Vice Chair (Acting Chair) Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Acting Chair Moon, Jr. adjourned to closed session at 4:49 p.m. The Board members listed above as attending were present for the closed session. Others were present as noted below. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Conference call with attorney, Micki Morris. Brenda Hellyer, Teri Zamora, and Mandi Reiland were present for this item.

		<p>b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Discuss candidates for Board officer positions (only Board members present for this item)
IV.	Reconvene in Open Meeting	Acting Chair Moon, Jr. reconvened to open meeting at 6:00 p.m.
V.	Review of 2023-2024 Annual Comprehensive Financial Report	<p>Carin Hutchins, Lupe Garcia, and Andrew Jennett joined the workshop.</p> <p>Teri Zamora introduced Lupe Garcia and Andrew Jennett (Whitley Penn, LLP), and Carin Hutchins, the College’s Associate Vice Chancellor of Finance, who led the preparation and finalization of the 2023-2024 Annual Comprehensive Financial Report (ACFR).</p> <p>Lupe presented on the audit process, results of the audit, and financial statement highlights. The purpose of the financial statement audit is to express an opinion as to whether the financial statements are fairly stated and presented in accordance with generally accepted accounting principles. The College’s financial statements received an unmodified “clean” opinion. Internal control areas (non-payroll expenditures, procurement, information technology, human resources, federal specific requirements, tuition and fees, and payroll) were tested with no findings related to financial reporting and no findings related to compliance.</p> <p>Major programs tested in the Federal and State single audit requirements included:</p> <ul style="list-style-type: none"> • Federal Major Programs <ul style="list-style-type: none"> ○ Trio Cluster ○ Student Financial Aid Cluster • State Major Programs <ul style="list-style-type: none"> ○ Texas Educational Opportunity Grant (TEOG) <p>There were no findings in any of these categories while performing the audit.</p>

		<p>Lupe provided a high-level overview of the College’s statement of net position and additional financial highlights. He explained that FY24 had a net position of \$80 million, which is a decrease of \$4 million compared to FY23. This decrease was due to the College’s expenses exceeding revenues by \$4 million. The College’s revenues for FY24 total \$326 million, which is an increase of \$26 million from FY23. The College’s expenses for FY24 total \$330 million compared to \$296 million in FY23.</p> <p>Lupe provided an overview of the College’s revenue in FY24 compared to FY23. Most of the College’s revenue is generated by property taxes which was \$122 million this year compared to \$117 million last year. State appropriations generated \$78 million in FY24 compared to \$54 million in FY23. This increase was primarily due to the change in how colleges are funded with State appropriations being calculated based on performance. Federal and State grants saw a decrease of \$9 million compared to last year due to Higher Education Emergency Relief Fund (HEERF) being closed out. Tuition and fees saw an increase of \$2 million. Interest income increased to \$11 million from \$8 million last year. Other income was \$9 million which was a \$1 million increase from the previous year.</p> <p>Lupe provided an overview of the College’s expenses in FY24. Instruction is the College’s largest category in expenses at \$99 million, followed by institutional support and scholarships and fellowships.</p> <p>Lupe provided several required communications including addressing significant risks and accounting estimates. The College’s accounting policies and methods are appropriate and in accordance with industry standards. There were no disagreements with management regarding the application of accounting principles and estimates of any auditing or financial related matters.</p> <p>Teri added that the College also received a notification saying it is in compliance with all of the elements required in the Public Funds Investment Act.</p>
<p>VI.</p>	<p>Review of Highlights from 2023-2024 Financials</p>	<p>Teri provided additional financial highlights for FY24. The College’s unrestricted cash and unrestricted investments have grown from \$84 million in 2019 to \$104 million in</p>

		<p>2024. The College’s policy states four to six months cash must be kept on hand. As of August 31, 2024, the College has nearly six months cash on hand. Within that cash, there’s \$11 million designated for capital projects. The College’s total net position is at \$79.8 million compared to \$83.2 million last year. This decrease was due to an increase in the non-operating revenues and expenses.</p> <p>Teri explained that adjustments are required annually to record the effects of GASB 68 and 75. These adjustments affect the net position each year but do not affect actual cash expenditures. These two items are related to estimates of the College’s share of unfunded pension liabilities and postemployment benefits for retirees. Most years there are significant savings depending on a variety of assumptions used by the State. Overall, the calculations by Teri reflect the financial calculations required by SACSCOC.</p> <p>Brenda, Teri, and the Board members present thanked the representatives from Whitley Penn and the College team for their work on the audit.</p> <p>Carin Hutchins, Lupe Garcia, and Andrew Jennett left the workshop.</p>
VII.	Update on Enrollment – Fall 2024 and Spring 2025	<p>Brenda provided an update on the fall 2024 and spring 2025 enrollment. The final enrollment for fall is 31,028 students this year, which is a 1.1 percent increase in head count compared to last year and 1.7 percent increase in contact hours. For spring 2025, preliminary enrollment is at 22,195 students. At this point, enrollment is up 4.9 percent in headcount and 7.2 percent in contact hours compared to last spring. The purge date for payment will be Monday, January 6, so we will be monitoring both payment and enrollment activity.</p> <p>Erica Davis Rouse asked how many students are taking at least one face-to-face course out of the students enrolled this fall semester.</p> <p>Brenda responded that 65 percent of students are taking at least one online course.</p>
VIII.	Discuss Board Oath of Office and Officers Election Process	<p>Brenda explained the process for the Board oath of office and election. The meeting will begin with a couple of presentations, then we have a citizen who has signed up to</p>

		provide public comment. After public comment, the first action item is appointing the new Board member.
IX.	Review of Board Election Calendar	Teri provided an overview of the election process. The first day for a candidate to file for a place on the ballot will be January 15, 2025, with the filing deadline being February 14, 2025. The Board of Trustees will order the election at the January 27, 2025, Board meeting. Early voting will be April 22 through 29, 2025, and the election will be May 3, 2025.
X.	Review of Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.
XI.	General Discussion of Meeting Items	The Board did not have any questions on items included in the Board book.
c.	Adjournment	Acting Chair Moon, Jr. adjourned the meeting at 6:45 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
December 9, 2024

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, December 9, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Salvador Serrano Jr. (appointed and sworn in during the meeting), Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Kacie Allen, Tanesha Antoine, Samuel Arredondo, Rhonda Bell, Jesse Bernal, Christian Bionat, Peter Blatner, Tiffany Burton, Robert Cage, Matt Crow, Kim DeLauro, Destry Dokes, Amanda Fenwick, Abby Fusilier, Bella Fusilier, Gustavo Garcia, Paola Gonzalez, George González, Allatia Harris, Damon Harris, Carin Hutchins, Bryan Jones, Matt Keim, Kara Kennebrew, Aaron Knight, Pricilla Lerma, Nicolas Martinez, Kevin McKisson, DeRhonda McWaine, Lamar McWaine, Kelly Mizell, Courtney Morris, Kevin Morris, Alexander Okwonna, Joe Pena, Paul Puente, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shelley Rinehart, Esmeralda Serrano, Chuck Smith, Danny Snooks, Rob Stanicic, John Stauffer, Jessica Tello, Anthony Terrazas, Ken Tidwell, Elizabeth Weldow, Niki Whiteside, Van Wigginton, Chris Wild, Laurel Williamson, Teri Zamora

I. Call the Meeting to Order

Acting Chair Moon, Jr. called the regular meeting of the Board of Trustees to order at 7:01 p.m.

II. Roll Call of Board Members

Acting Chair Moon, Jr. conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson
Erica Davis Rouse, Assistant Secretary
Dan Mims
Keith Sinor, Secretary
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Sandra Ramirez. The pledges to the American and Texas flags were led by Dan Mims.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Allatia Harris and John Stauffer recognized San Jacinto College for receiving the North American Marine Environment Protection Association (NAMEPA) 2024 Maritime Academies Award.
2. The National Apprenticeship Week recognition was tabled.

V. Student Success Presentations

George González provided an update on high school capture rates.

VI. Communications to the Board of Trustees

The following items were reviewed and distributed to the Board as communication items:

1. December Opportunity News
2. Letter of thanks from a College employee
3. SACSCOC Fifth Year Report

VII. Public Comment

There was one citizen desiring to speak before the Board.

1. Elizabeth R. Weldow

VIII. Informative Reports to the Board

Acting Chair Moon, Jr. indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
 1. San Jacinto College Monthly Financial Statements October 2024
 2. San Jacinto College Monthly Investment Report October 2024
- B. San Jacinto College Foundation Financial Statements
 1. October 2024
 2. Financial Audit Years Ended June 30, 2024 and 2023
- C. Capital Improvement Program

IX. Consideration of Appointment of San Jacinto Community College District Trustee, Position 3

Acting Chair Moon, Jr. stated that the resignation of Board Chair Marie Flickinger on November 4, 2024, created a vacancy in the Board of Trustees, Position 3. At that same meeting, the Board voted to fill the vacancy by appointment. An announcement was posted on the College website from 10:00 a.m. on November 5, 2024, through 5:00 p.m. on November 19, 2024, for interested parties to file applications. A subsequent review of all applications and an interview process was conducted by the remaining Board members, and the recommended candidate was identified. The selected candidate will fill the unexpired term of the open Position 3, which expires at the June 2025 Board meeting, when the candidate winning the May 2025 election for Position 3 will be sworn in to begin a new six-year term. Approval of this item will seat the selected candidate on the Board of Trustees of San Jacinto Community College District to fill the unexpired portion of the current term for Position 3. The recommended wording for this motion was provided to members of the Board.

Motion 10408:

Dr. Michelle Cantú-Wilson motioned to appoint Salvador Serrano Jr. to Position 3 of the San Jacinto Community College District Board of Trustees.

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

- X. Statement of Officer and Oath of Office Administered to Recently Appointed Trustee
Attorney Daniel Snooks administered the oath of office to appointed Trustee for Position 3, Salvador Serrano Jr.

No vote required.

- XI. Consideration of Approval of Election of Officer(s) for the Board of Trustees

Motion 10409:

Keith Sinor nominated Dan Mims to serve as Chair. Larry Wilson seconded the nomination. No other nominations for Chair were made. No other nominations for officers were made.

Motion moved by Keith Sinor and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

Dan Mims assumed the role of Chair of the Board.

The other officers remained the same:

John Moon, Jr., Vice Chair

Keith Sinor, Secretary

Erica Davis Rouse, Assistant Secretary

Newly elected Chair, Dan Mims, assigned each trustee to a committee as follows:

Building Committee

1. John Moon, Jr., Committee Chair
2. Dr. Michelle Cantú-Wilson
3. Salvador Serrano Jr.

Finance Committee

1. Keith Sinor, Committee Chair
2. Erica Davis Rouse
3. Larry Wilson

As Chair, Dan Mims will serve as ex-officio on both committees.

- XII. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

Motion 10410:

Motion moved by Larry Wilson and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XIII. Consideration of Acceptance of the 2023-2024 Annual Comprehensive Financial Report

Motion 10411:

Motion moved by Keith Sinor and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Sinor, Wilson

Nays: None

Abstain: Salvador Serrano Jr.

- XIV. Consideration of Approval of the 2025-2026 Academic Calendar

Motion 10412:

Motion moved by Erica Davis Rouse and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XV. Consideration of Approval of Memorandum of Understanding with Family Christian Academy for Dual Credit

Motion 10413:

Motion moved by John Moon, Jr. and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XVI. Consideration of Approval of Memorandum of Understanding with Aldine Independent School District for Dual Credit

Motion 10414:

Motion moved by Larry Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XVII. Consideration of Approval of Extension of Current Memorandum of Understandings with Local Independent School Districts for Dual Credit

Motion 10415:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by John Moon, Jr.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XVIII. Consideration of Approval of Restructure of Accuplacer English as a Second Language Test Student Retest Charges Effective January 1, 2025

Motion 10416:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XIX. Consideration of Approval of Policy V.5003.C, Appropriate Use of Copyright and Trademarked Materials – Second Reading

Motion 10417:

Motion moved by Larry Wilson and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XX. Consideration of Purchasing Requests

#1	Consideration of Approval to Contract for Property Insurance Brokerage and Risk Management Services	\$	4,800,000
#2	Consideration of Delegation of Authority to Contract for Biotechnology Equipment		3,000,000
#3	Consideration of Approval to Purchase Online Test Proctoring Solution		584,000

#4	Consideration of Approval to Purchase Electronic Access Control Products and Services	330,000
#5	Consideration of Approval for Additional Funds and Contract Renewal for Full Catering Services	310,000
#6	Consideration of Approval to Contract for Consulting and Engineering Services	300,000
TOTAL OF PURCHASE REQUESTS		<u>\$ 9,324,000</u>

Motion 10418:

Motion moved by Keith Sinor and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

XXI. Consent Agenda

- A. Approval of the Minutes for the November 4, 2024, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2024-2025 Part-Time Hourly Salary Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting
- F. Approval of the Minutes for the December 2, 2024, Special Board Meeting

Motion 10419:

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

XXII. Items for Discussion/Possible Action

There were no additional items discussed.

XXIII. Adjournment

Acting Chair Moon, Jr. adjourned the meeting at 7:46 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for November and December 2024 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Public Service, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

Approval of the budget transfers allows the College to more effectively utilize existing resources in fulfilling its instructional objectives.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – November 2024 Budget Transfers

Attachment 2 – December 2024 Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2024-25
 for November 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 94,700	\$ 8,611
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 9,111	\$ 88,449
STUDENT SERVICES	\$ 1,500	\$ -
INSTITUTIONAL SUPPORT	\$ 1,332	\$ 9,531
PHYSICAL PLANT	\$ 1,059	\$ 1,111
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 107,702	\$ 107,702

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2024-25
 for December 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 148,432	\$ 1,296
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 3,361	\$ 171,220
STUDENT SERVICES	\$ 2,218	\$ -
INSTITUTIONAL SUPPORT	\$ 25,700	\$ 8,696
PHYSICAL PLANT	\$ 1,500	\$ -
AUXILIARY ENTERPRISES		
	\$ 181,211	\$ 181,211

RECOMMENDATION

The administration recommends that the Board of Trustees approve the following Affiliation Agreements:

North Campus

Department

Affiliation Entity

Health Information Management

KS Management Services, LLC

Health Information Management

Step Forward Treatment Center, LLC

Health Information Management and
Medical Assisting

Dr. Paul Chiropractic

Mental Health

PB Behavioral Health Care, LLC

Mental Health

The Harris Center for Mental Health and IDD

Emergency Medical Technician

City of Friendswood

Health Information Management

Vision Max Northshore

Mental Health

The Well

South Campus

Department

Affiliation Entity

Occupational Therapy Assistant

Occupation in Motion

Physical Therapy Assistant

The University of Texas M.D. Anderson
Cancer Center

Central, North, and South Campuses

Department

Affiliation Entity

Health Sciences

The University of Texas at Tyler (First
Amendment to Affiliation Agreement)

Nursing

The University of Texas at Tyler (First
Amendment to Program Agreement)

North and South Campuses

Department

Affiliation Entity

Pharmacy Technician

San Jose Clinic

RATIONALE

The Affiliation Agreements were reviewed by the College’s external legal counsel.

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Item “E”
Regular Board Meeting January 27, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 3, 2025.